

## Visual Sample

### Description:

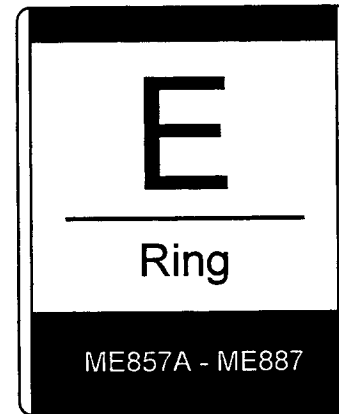
- Standard Series sign:  
A - ABS Insert  
B - Integral Tactile Insert  
C - Integral ADA Insert  
D - Round corner tamper resistant end cap (RC) Typ.

### Usage:

Secondary Directional sign

### Programming:

- Line 1 - For Ring Letter  
Line 2 - For Ring  
Line 3 - For room numbers



## Fabrication

### Size:

- Sign (without end caps) -  
A - 1"H x 9"W  
B - 8"H x 9"W  
C - 3"H x 9"W  
D - 12"H (Typ.)

### Layout:

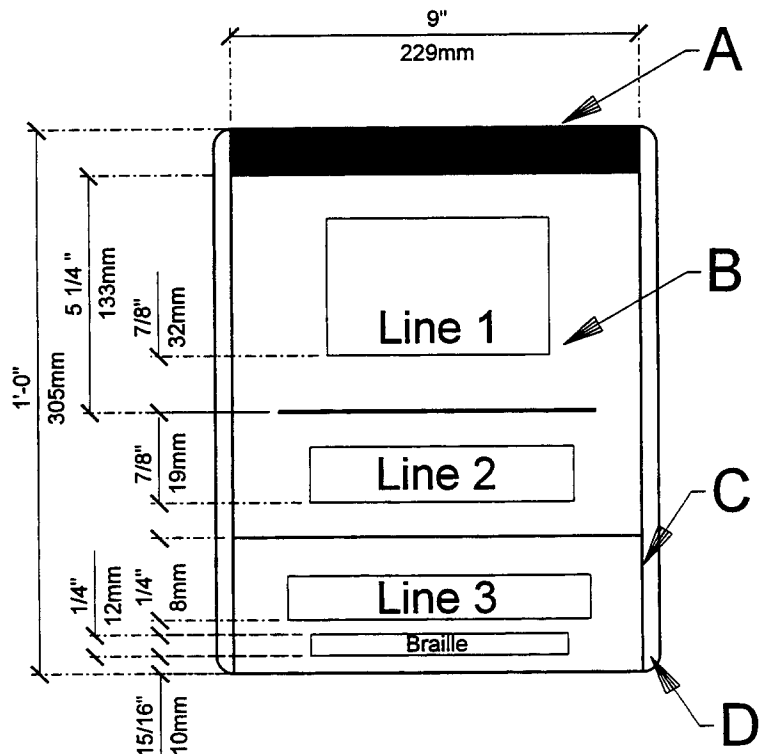
- Line 1 - 3 1/2" copy, centered  
Line 2 - 1" copy, centered  
Line 3 - 5/8" copy, centered

### Colors:

- A - Medium Grey (S-MG)  
B - Light Neutral (S-LN)  
C - Medium Grey (S-MG)  
D - Light Neutral (S-LN) Typ.  
Line 1-2 - Medium Grey (S-MG)  
Line 3 - Light Neutral (S-NL)

### Copy:

- Fonts - Lines 1-3 Helvetica Medium (HMC)  
Method - Lines 1-2 - Integral Tactile  
Line 3 - Integral ADA



## Visual Sample

### Description:

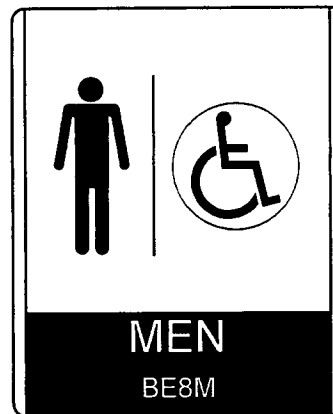
- Standard Series sign:  
A - Integral Tactile Insert  
B - Integral ADA Insert  
C - Round corner tamper resistant end cap (RC) Typ.

### Usage:

Facility Identification sign

### Programming:

- Line 1 - For Facility Name  
Line 2 - For Room Number



Symbol Options for 3E



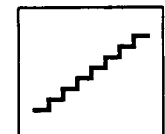
Men



Women



Unisex



Stair

## Fabrication

### Size:

- Sign (without end caps) -  
A - 7"H x 9"W  
B - 3"H x 9"W  
C - 12"H (Typ.)

### Layout:

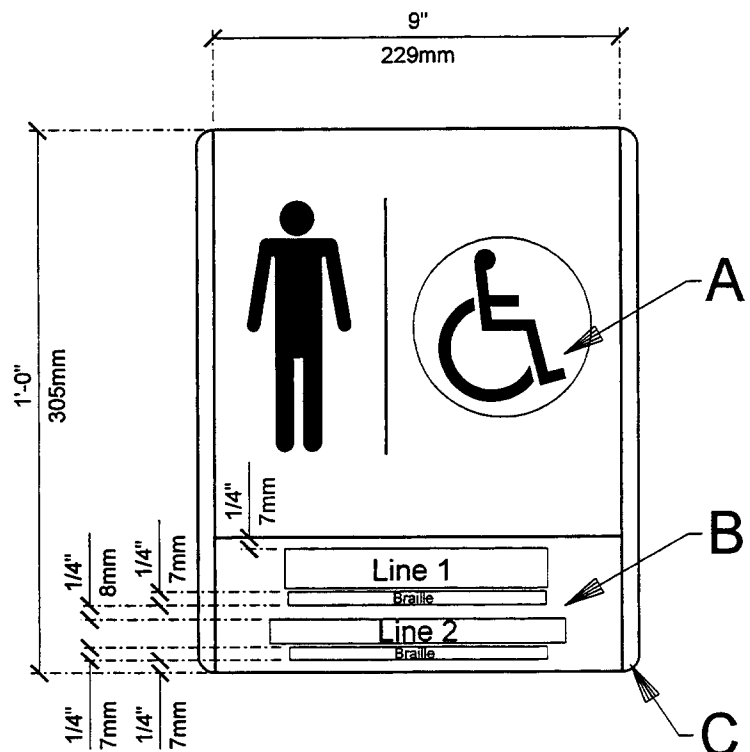
- Line 1 - 1" copy, centered  
Line 2 - 5/8" copy, centered

### Colors:

- A - Light Neutral (S-LN)  
B - Medium Grey (S-MG)  
C - Light Neutral (S-LN) Typ.  
Line 1-2 - Light Neutral (S-NL)

### Copy:

- Fonts - Lines 1-2 Helvetica Medium (HMC)  
Method - Lines 1-2 - Integral ADA



## Visual Sample

### Description:

Standard Series sign:

A - ABS Insert

B-C - Integral Tactile Insert

D - Round corner tamper resistant end cap (RC) Typ.

### Usage:

Secondary Directional sign

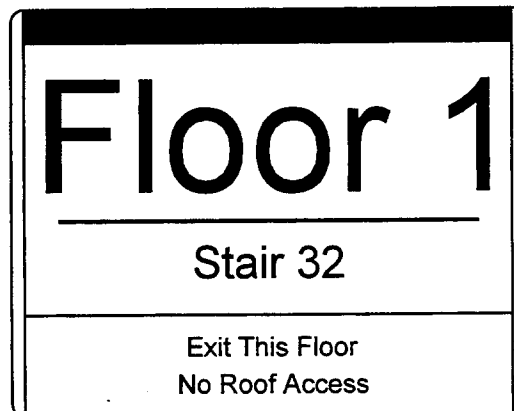
### Programming:

Line 1 - For Floor Number

Line 2 - For Stair Number

Line 3 - For Exit Information

Line 4 - For Roof Access Information



## Fabrication

### Size:

Sign (without end caps) -

A - 1"H x 15"W

B - 8"H x 15"W

C - 3"H x 15"W

D - 12"H (Typ.)

### Layout:

Line 1 - 3 1/2" copy, centered

Line 2 - 1" copy, centered

Line 3-4 - 5/8" copy, centered

### Colors:

A - Medium Grey (S-MG)

B - Light Neutral (S-LN)

C - Medium Grey (S-MG)

D - Light Neutral (S-LN) Typ.

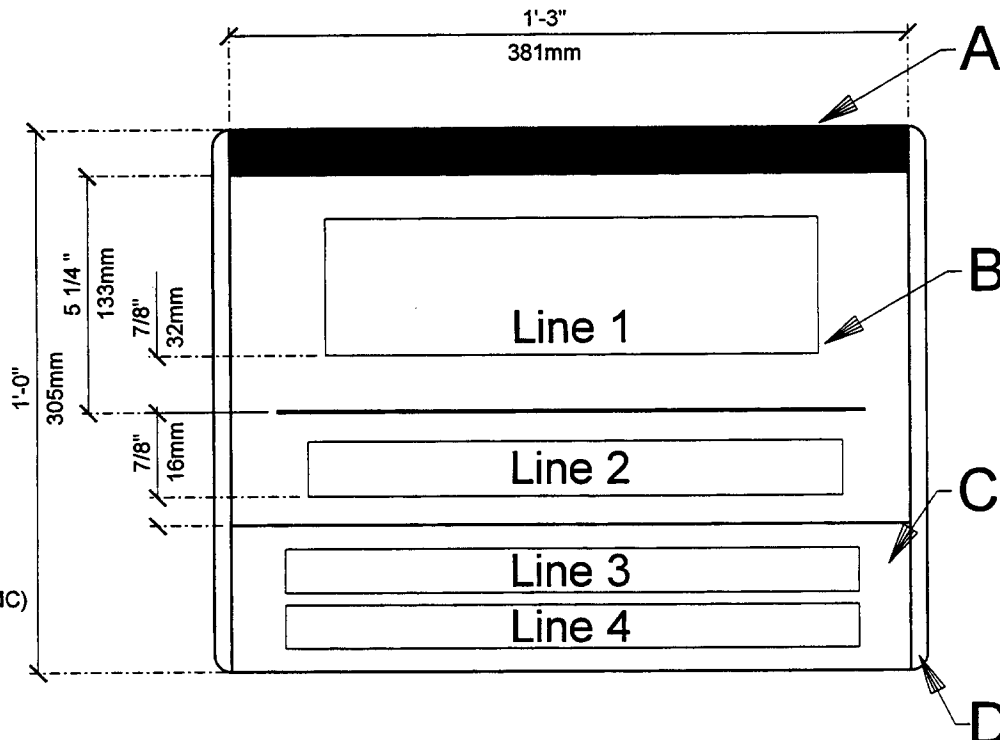
Line 1-2 - Medium Grey (S-MG)

Line 3-4 - Light Neutral (S-NL)

### Copy:

Fonts - Lines 1-4 Helvetica Medium (HMC)

Method - Lines 1-4 - Integral Tactile



### Visual Sample

#### Description:

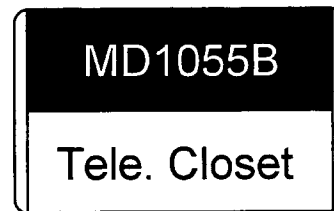
- Standard Series sign:  
A - Integral ADA Insert  
B - ABS Insert  
C - Round corner tamper resistant end cap (RC) Typ.

#### Usage:

Room Identification sign

#### Programming:

- Line 1 - For Room Number  
Line 2 - For Room Name



### Fabrication

#### Size:

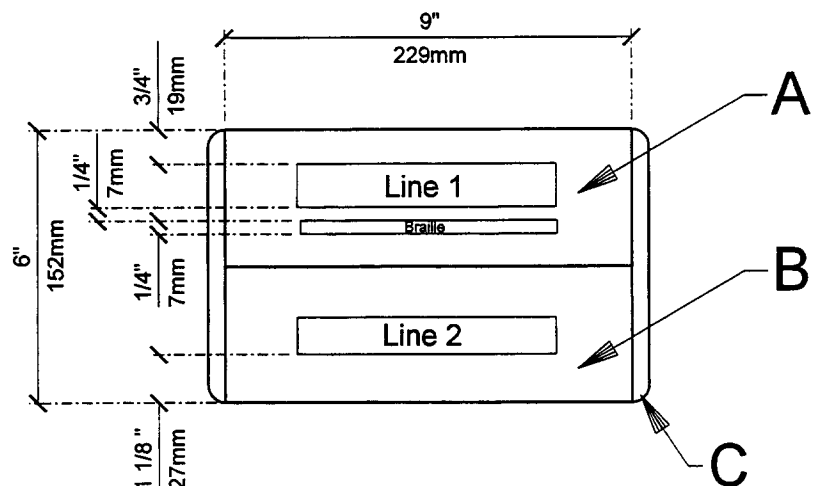
- Sign (without end caps) -  
A - 3"H x 9"W  
B - 3"H x 9"W  
C - 6"H (Typ.)

#### Layout:

- Line 1 - 1" copy, centered  
Line 2 - 3/4" copy, centered

#### Colors:

- A - Medium Grey (S-MG)  
B - Light Neutral (S-LN)  
C - Light Neutral (S-LN) Typ.  
Line 1 - Light Neutral (S-NL)  
Line 2 - Duranodic #220-69



#### Copy:

- Fonts - Lines 1-2 Helvetica Medium (HMC)  
Method - Line 1 - Integral ADA  
Line 2 - surface applied (vnl)

## Visual Sample

### Description:

Standard Series sign:

A - Integral ADA Insert

B - ABS Insert

C - Round corner tamper resistant end cap (RC) Typ.

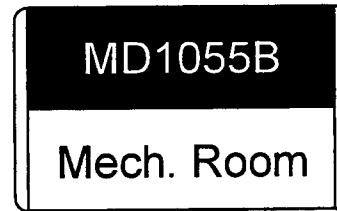
### Usage:

Room Identification sign

### Programming:

Line 1 - For Room Number

Line 2 - For Room Name



## Fabrication

### Size:

Sign (without end caps) -

A - 3"H x 9"W

B - 3"H x 9"W

C - 1/8"H x 9"W

D - 6"H (Typ.)

### Layout:

Line 1 - 1" copy, centered

Line 2 - 3/4" copy, centered

### Colors:

A - Medium Grey (S-MG)

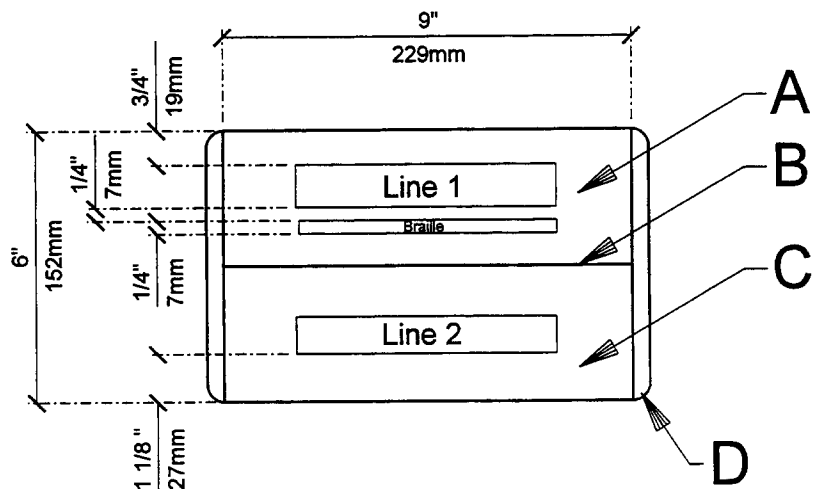
B - Light Neutral (S-LN)

C - Gold

D - Light Neutral (S-LN) Typ.

Line 1 - Light Neutral (S-NL)

Line 2 - Duranodic #220-69



### Copy:

Fonts - Lines 1-2 Helvetica Medium (HMC)

Method - Line 1 - Integral ADA

Line 2 - surface applied (vnl)

## Visual Sample

### Description:

Standard Series sign:

A - Integral tactile insert

B-D - ABS Insert

E - Round corner tamper resistant end cap (RC) Typ.

### Usage:

Room Identification/Suite Entry

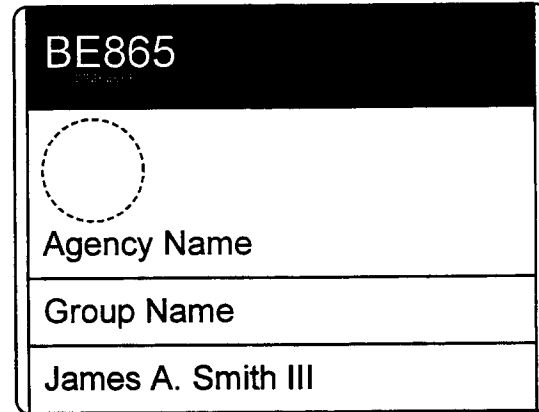
### Programming:

Line 1 - Pentagon Standard Room Number

Line 2 - Agency Name

Line 3 - Group Name

Line 4 - Occupant's Name



## Fabrication

### Size:

Sign (without end caps) -

A - 3" x 15"

B - 5" x 15"

C & D - 2" x 15"

E - 12"H (Typ.)

### Layout:

Line 1 - 1" copy, left justified

Line 2-4 - 3/4" copy, left justified

### Colors:

A - Medium Grey (S-MG)

B-D - Light Neutral (S-LN)

E - Light Neutral (S-LN) Typ.

Line 1 - to match Lt. neutral

Line 2-4 - Duranodic #220-69

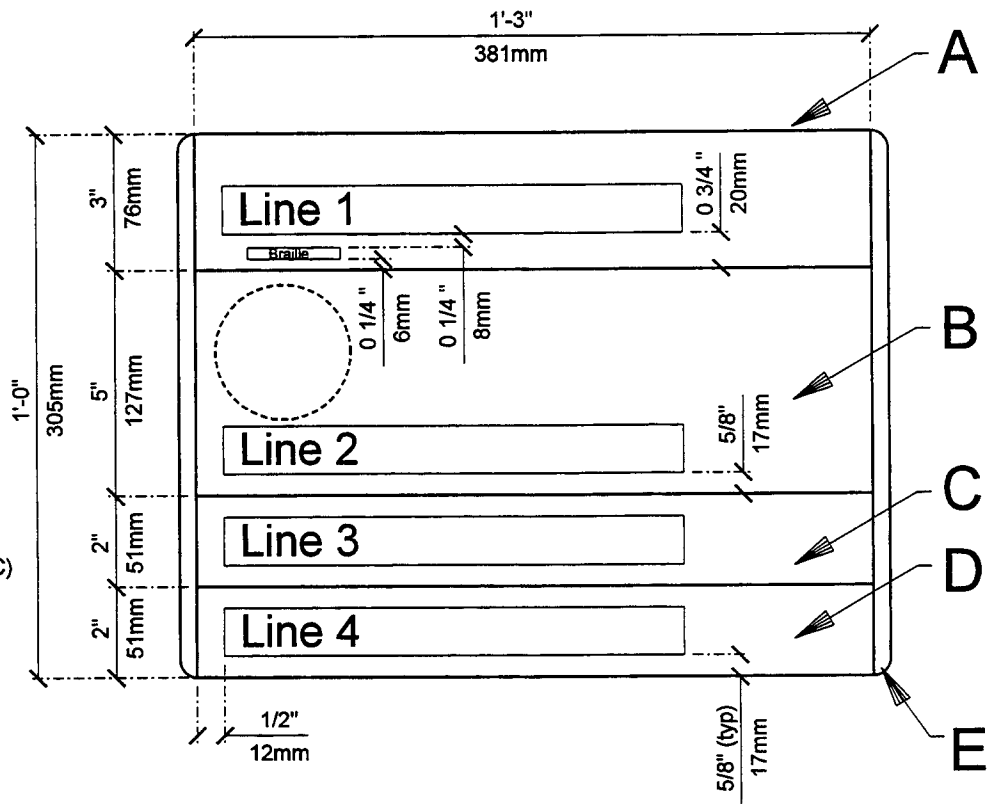
### Copy:

Fonts - Lines 1-6 Helvetica Medium (HMC)

Method -

Line 1 - integral tactile

Lines 2-4 - surface applied (vnl)



### Visual Sample

#### Description:

Standard Series sign:  
A - Integral tactile insert

#### Usage:

Room Identification/Suite Entry

#### Programming:

Line 1 - Pentagon Standard Room Number



### Fabrication

#### Size:

Sign (without end caps) -  
A - 3" x 15"  
E - 3" H

#### Layout:

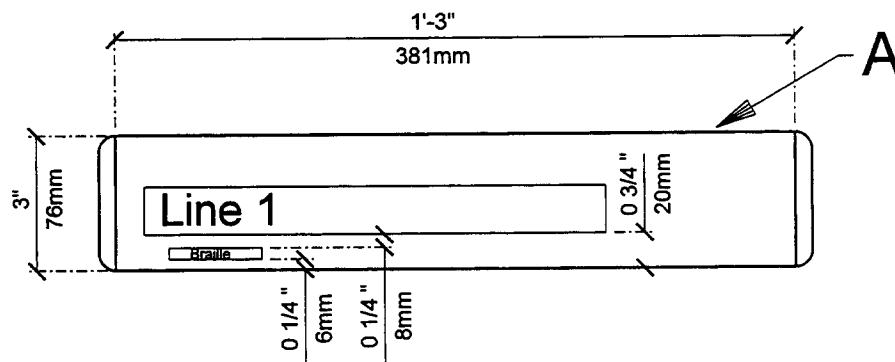
Line 1 - 1" copy, left justified

#### Colors:

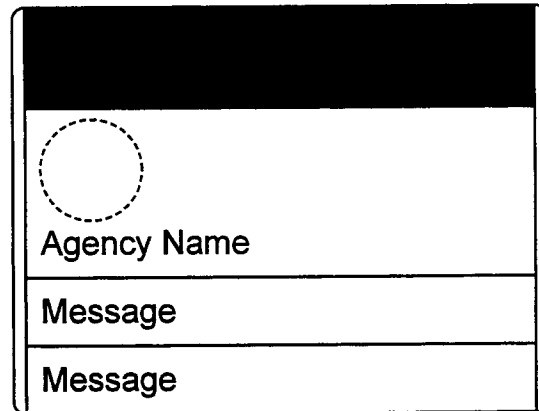
A - Medium Grey (S-MG)  
Line 1 - to match Lt. neutral

#### Copy:

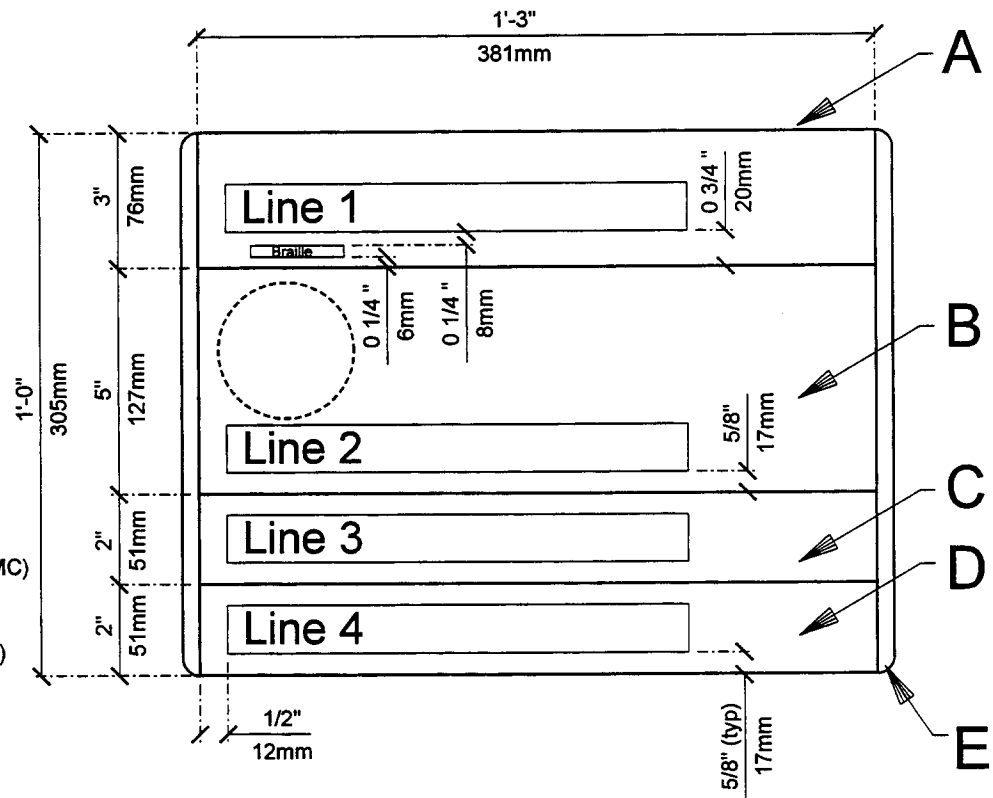
Fonts - Lines 1- Helvetica Medium (HMC)  
Method - Line 1 - integral tactile



**Line 4 - Suite Numbers**



Lines 2-4 - surface applied (vnl)





## Visual Sample

### Description:

Standard Series sign:

A - ABS Insert

B - Round corner tamper resistant end cap (RC) Typ.

### Usage:

Information/Warning sign

### Programming:

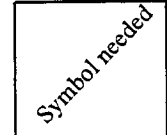
Perpendicular Pictogram



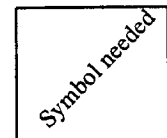
Pictograph Options for 5C.1



Fire Extinguisher



Fire Hose Cabinet



Fire Valve Cabinet

## Fabrication

### Size:

Sign (without end caps) -

A - 6"H x 6"W (2-sided perpendicular mount)

B - 6"H (Typ.)

### Layout:

4" pictogram, centered

### Colors:

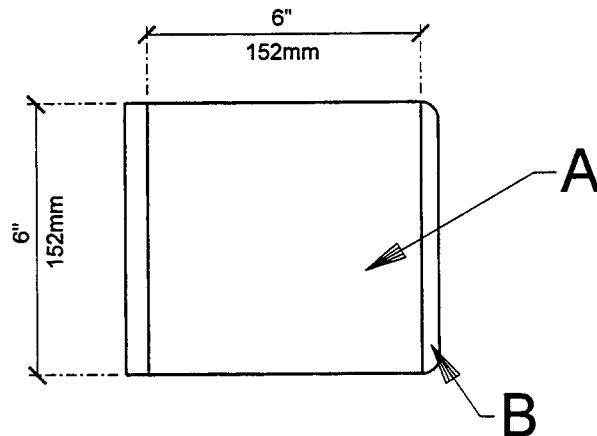
A - Cardinal Red

B - Cardinal Red

Pictogram - White Matte

### Copy:

Method - Pictogram - surface applied (vnl)



## **FINISH STANDARDS**

### **Renovated Pentagon Wedge 1**

**2.7**

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The Pentagon Renovation Program has outlined finish standards to be used throughout the project. The following page is a matrix indicating the standard typical office finishes by office space type (standard, executive, senior executive) for the tenant areas of the renovated Pentagon. Additionally, above standard options are noted for each work area. A legend at the bottom of the matrix indicates the various cost scenarios:

- Standard items that are PRO provided at PRO cost
- Standard option items that are PRO provided at PRO cost

The following page includes a matrix illustrating the standard finishes for each type of conference space (standard, mid-level, executive, and senior executive) in the renovated Pentagon. Above standard options are noted along with a legend to identify tenant or program responsibility.

Typical Finishes by Space Type

Office Space Type	Open/Enclosed	Walls									Movable Walls			Doors		Door Frame			Window Trmnt.			Flooring			Wall Base				Ceiling			Lighting			
		Paint - (Ivory)	Paint Accent	Wallcovering - Polyolefin	Wood Crown Mldg., Stained	Wood Crown Mldg., Painted	Wood Paneling, Stained	Wood Paneling, Painted	Wood Chair Rail, Stained	Wood Chair Rail, Painted				SC Stain Grd., Paneled Both Sides	SC Paint Grd., Paneled Both Sides	SC Paint Grade	HC Paint Grade	Hollow Metal Frame	Wood Frame, Painted	Wood Frame, Stained	Blinds			Carpet Tile Patterned, Loop	Carpet, Broadloom, Cut Pile	Vinyl Composition Tile	Wood, Painted, 4" h.	Wood, Stained, 4" h.	Vinyl - 4" h. Cove	Vinyl - 4" h. Straight	2' X 2' Ceiling Tile	Recessed Reveal	Coffered Ceiling	2' x 4' Fluorescent Fixture	Downlighting/ Wallwash
Standard Level																																			
Open Office Area	O	●	■												●		●			●	*		●							●	●			●	
Office E	E	●	■												●		●			●	*		●							●	●			●	
Office F	E	●	■												●		●			●	*		●							●	●			●	
Reception/Suite Entrance	O	●	■												●		●			●	*		●							●	●			●	
Conference Room/Training	E	●	■												●		●			●	*		●							●	●			●	
Support Space, i.e. Filing, Copy/Equipment, etc.	E	●														●	●			●	*		■		●				●	■	●			●	
Executive level																																			
Office G (non E-ring)	E	●	■												●		●			●	*		●							●	●			●	
Executive Reception/Suite Entrance	O	●	■												●		●			●	*		●							●	●			●	
Executive Conference Room	E	●	■												●		●			●	*		●							●				●	■
Support Space, i.e. Library, Pantry, Storage, etc.	E	●														●	●			●	*		■		●				■	●	●			●	
Senior Executive Level																																			
Office H	E	●	■											●			●			●	*				●					●				■	●
Senior Executive Reception	O	●	■											●			●			●	*				●					●				●	■
Senior Executive Conference Room	E	●	■											●			●			●	*				●					●				■	●
Support Space, ie. Library, Pantry, Storage, etc.	E	●												●			●			●	*				●				●		●			●	

Legend:  
● = standard with no cost or schedule implications to the tenant.  
■ = options with no cost (but may have schedule) implications to the tenant.  
▲ = options with cost (and schedule) implications to the tenants.

Notes:  
Finishes must be selected from the PRO approved standards.  
  
\*Blinds shall be provided by PRO for SCIF related areas, PBMO shall provide all other blinds.

## **PLAN REVIEW**

### **Renovated Pentagon Wedge 1**

**2.8**

#### **DESIGN INTENT PHASE:**

The first schematic design by the design consultant will be presented to the tenant for review during the design intent phase as set by the integrated program schedule. This will be the tenant's first visual sense of the space. On-board reviews during this phase of the work will be required by those involved with approving the space plan. Refinement of the space plans, if needed, will be performed by the design consultant, with a maximum of two revisions during this phase. Approval by the department head and tenant agency representative will be required at this time.

#### **REVIEW AND DECISION PROCESS:**

Tenants should note that timely decisions on approval of tenant space plans are necessary in order not to jeopardize the schedule. If timely decisions are not made, this will require PRO to review and approve plans for meeting tenant provided user requirements (DD Forms 1450, 1450-1 Space Requirements Data) and approve plans on behalf of the tenant agency. A tenant's inability to approve the space plan will not be a deterrent for meeting the required deadlines.

#### **PRO REVIEW:**

Upon approval of a space plan by the department head and tenant agency representative, design intent drawings (DIDs) will be completed and forwarded to PRO. PRO will distribute the DID package to IM&T, DPS and the tenant agency representative for review and comments; also checking what, if any, above-standard items are included. If above-standard items are included, the tenant agency representative will need to authorize above-standard costs with PRO before PRO can proceed with authorizing the construction documents.

#### **CONSTRUCTION DOCUMENT PREPARATION:**

Once construction documents have been authorized, there will be 65% and 95% submittals to PRO. At each submittal, the design consultant will provide the tenant agency representative with a courtesy copy of the drawings. Should there be core and shell constraints that would alter the approved design, the designer will advise the tenant representative of those drawings.

A summary of reviews/courtesy copies is as follows:

- Design intent documents sign-off (tenant agency representative)
- Systems furniture installation drawings document (only to be advised of any changes to the approved DID package)
- 65% construction documents (only to be advised of any changes to the approved DID package)
- 95% construction documents (only to be advised of any changes to the approved DID package)

# IM&T, ELECTRICAL & MECHANICAL REQUIREMENTS

## Renovated Pentagon Wedge 1

2.9

### PROTOTYPICAL INFRASTRUCTURE LOAD FACTORS:

This section is based on data found in Prototypical Electrical Systems, Secondary Systems Designs Report, June 11, 1993 and Prototypical Building HVAC Systems, Building HVAC Systems Report, Volume 1, June 11, 1993. For additional information, refer to these referenced reports. PRO will provide standard power requirements for lights, emergency systems, receptacles, office equipment, computers, and mechanical systems.

### Prototypical Load Factors and Assumptions (English Units)

Prototypical Description	Lighting Watts/ft <sup>2</sup>	Emergency Watts/ft <sup>2</sup>	Receptacle Watts/ft <sup>2</sup>	Equipment Watts/ft <sup>2</sup>	Computer Watts/ft <sup>2</sup>	Mechanical Watts/ft <sup>2</sup>	Total Watts/ft <sup>2</sup>
Private Offices	2.0	-----	1.0	-----	2.5	1.5	7.0
Open office areas	1.5	0.3	1.0	1.0	4.0	1.5	9.3
Conference Rooms	1.5	-----	1.0	4.6	-----	1.5	8.6
Auditoriums	4.0	0.3	1.0	1.0	-----	1.5	7.8
Copy/ printing room	2.0	0.3	1.0	20.0	-----	2.0	25.3
Corridors	0.5	0.3	0.5	-----	-----	1.0	2.3
Toilet rooms	1.0	0.3	0.5	-----	-----	0.5	2.3
Foyers	1.0	0.3	0.5	-----	-----	1.0	2.8
Stairs	0.5	0.3	-----	-----	-----	0.5	1.3
Mech./Elec. Rooms	1.5	0.3	1.0	-----	-----	1.0	3.8
IM & T Rooms	1.5	0.3	1.0	-----	19.0	2.8	24.6
Janitor's closet	0.5	-----	0.5	-----	-----	0.5	1.5
Trash collection	1.0	-----	0.5	-----	-----	0.5	2.0
Locker rooms	1.0	0.3	0.5	-----	-----	1.0	2.8
Shielded areas	2.0	0.3	1.0	-----	4.0	2.0	9.3
Computer rooms	1.5	0.3	1.0	-----	35.0	5.0	42.8
Health Clinic	3.0	0.3	1.0	3.0	-----	1.5	8.8
Library	2.0	0.3	1.0	1.0	-----	1.5	5.8
Food Service	2.0	0.3	1.0	10.0	-----	8.5	21.8
Elevators	-----	-----	-----	-----	-----	-----	0.8
Retail	4.0	0.3	1.0	1.0	-----	5.0	11.3
Roadway/parking	0.5	0.3	1.0	-----	-----	1.5	3.3

## **LIGHTING:**

Lighting design levels are determined using IES (Illuminating Engineering Society) recommendations, Electrical Design Interior Electrical System Technical Manuals TM 5-811-2 (ARMY) and AFM 88-9, Chapter 2, dated September 1983 (AIR FORCE). A list of design foot candle levels for typical prototypical spaces is shown in the following table:

**Illumination Level Recommendations**

Prototypical Description	Illumination Level in Lux (Foot candles)	Recommended Fixture Type
Private Offices	500 (50)	Fluorescent
Open office	500 (50)	Fluorescent
Conference Rooms	300 (30)	Fluorescent
Auditoriums	200 (20)	Incandescent, Fluorescent
Copy/ printing room	750 (75)	Fluorescent
Corridors	100 (10)	Fluorescent
Toilet rooms	200 (20)	Fluorescent
Foyers	200 (20)	HID, Incandescent
Stairs	100 (10)	Fluorescent
Mech./Elec. Rooms	300 (30)	Fluorescent
Janitor closet	100 (10)	Fluorescent
Trash collection	150 (15)	Fluorescent
Locker rooms	200 (20)	Fluorescent
Shielded areas	500 (50)	Fluorescent
Computer rooms	500 (50)	Fluorescent
Health Clinic	700 (70)	Fluorescent
Library	300 (30)	Fluorescent
Kitchen	700 (70)	Fluorescent
Eating Areas	200 (20)	Fluorescent
Elevators	200 (20)	Incandescent
Retail	200 to 500 (20 to 50)	Incandescent, Fluorescent
Roadway/parking	5 to 15 (.5 to 1.5)	HID (3:1 Uniform Ratio)

## **EMERGENCY LIGHTING AND POWER:**

Emergency lighting shall be designed per NFPA 101 to maintain 10 lux (1 foot candle) of illumination along all egress paths. An allowance of 3.2 w/m<sup>2</sup> (0.3 w/ft<sup>2</sup>) for lighting is included.

## **EQUIPMENT LOAD:**

Equipment load is determined from the typical types of loads listed in Equipment Descriptions for Prototypical Areas Table for the different areas divided by the assumed average areas for the spaces. These values are based on conservative estimates for similar occupancies in this and other modern office buildings. Tenant specific requirements may exceed these prototypical factors and in these cases, provisions will be made to provide additional cooling and power.

### **Equipment Descriptions For Prototypical Areas (SI Units)**

Prototypical Description	Typical Equipment	Load (Watts)	Total/ Unit Area
Open offices	Copier (Note 1)	1500	10.0/m <sup>2</sup> (1)
Conference Rooms	Electrical projection screen Projector A/V Equipment	500 500 500	49.5/m <sup>2</sup>
Auditorium	Electrical projection screen Projector A/V Equipment	500 1000 2500	10.8/m <sup>2</sup>
Copy/ Printing Room	Copiers Sorters Presses Photographic Equipment	1500 1000 5000 2000	215.3/m <sup>2</sup>
Food Service	Load assumes gas appliances	-----	107.6/m <sup>2</sup>
Retail	Load is based on experience with typical retail design	-----	10.8/m <sup>2</sup>

Note 1: One copier for every ten workstations, i.e. every 150 m<sup>2</sup>.

### **Computer Equipment Descriptions For Prototypical Areas (English Units)**

Prototypical Description	Equipment	Load (watts)	Load/ Unit Area
Private office	CPU Processor Monitor	295 110	2.5 w/ft <sup>2</sup> (1)
Open office areas	CPU Processor (one per person) Monitor (one per person) Printer (one per group of 4)	295 110 1000	4.0 w/ft <sup>2</sup> (1)
Computer rooms	Main Frame CPU Processor Monitor Tape and diskdrives		30 watts/ft <sup>2</sup>

(1) Load/Unit Area based on 1 person/ 162 ft<sup>2</sup>

## IM&T CRITERIA:

The following matrices provide an executive summary of the IM&T criteria and serve as a quick reference guide.

### TELECOMMUNICATIONS CLOSET (TC)

Facility Item	IM&T Requirement Basement/Mezzanine	IM&T Requirement Wedge 1
<i>Typical Min Dim's<sup>1</sup></i> <i>Unclassified</i> <i>Classified</i>	8' x 13' (2440mm x 3965mm) 14' x 13' (4270mm x 3965mm)	10' x 13' (3050mm x 3965mm) 16' x 13' (4880mm x 3965mm)
<i>Walls</i>	Slab to Slab	Slab to Slab
<i>Minimum Ceiling Height</i>	2590mm (8'-6") Finished Floor to Ceiling w/ No Dropped Ceiling	2590mm (8'-6") Finished Floor to Ceiling w/o Suspended Ceiling
<i>Raised Floors</i> <i>Clearance</i> <i>Firestopping</i>	Minimum 305mm (12") Penetrations Firestopped By Corps of Engineers (COE) Contractor After IM&T Cable Installation	None N/A N/A
<i>Floor Covering</i>	Static Dissipative	Static Dissipative
<i>Door</i>	915mm x 2032mm (36"x80") minimum	915mm x 2032mm (36"x80") minimum
<i>Structural Floor Deck</i>	Concrete	Concrete
<i>Floor Sealant</i>	Dust Containment For New & Existing Concrete	Dust Containment For New & Existing Concrete
<i>Floor Loading</i>	7.2 kPa (150 psf)	7.2 kPa (150 psf)
<i>Environmental Control</i>	24 Hours, 365 Days	24 Hours, 365 Days
<i>Temperature (°F)</i> <i>Monitoring</i> <i>Control</i>	64-75 Thermometer in TC Thermostat in TC	64-75 Thermometer in TC Thermostat in TC
<i>Humidity (Relative)</i> <i>Monitoring</i> <i>Control</i>	30-55% Centrally Monitorable Centrally Controllable	30-55% Centrally Monitorable Centrally Controllable
<i>Cooling (Btu/hr)</i> <i>Unclassified</i> <i>Classified</i>	20,900 37,800	20,900 37,800
<i>Sprinkler System</i>	Pre-action Dry Pipe Type	Standard Wet Pipe (Wall Mounted)
<i>Port. Fire Extinguisher</i>	Within Each TC	Within Each TC
<i>UPS</i>	Centralized	Local
<i>Back-up Power</i>	Building Back-up Power	None
<i>Power Outlets</i> <i>On Rack</i> <i>Convenience</i>	One Dedicated 20 Amp per Rack (UPS) 15 Amp @ 6' Intervals (1 UPS)	One Dedicated 20 Amp per Rack (UPS) 15 Amp @ 6' Intervals (1 UPS)
<i>Power Panel</i>	Dedicated, Within Each TC	Dedicated, Within Each TC
<i>Lighting</i>	50 Footcandles Minimum	50 Footcandles Minimum
<i>Back-Up Lighting</i>	Supported by Back-Up Generator	None
<i>Emergency Lighting</i>	Within each TC	Within each TC
<i>Quantity</i>	One TC per 1,000 m <sup>2</sup> (10,750 ft <sup>2</sup> )	One TC per 1,000 m <sup>2</sup> (10,750 ft <sup>2</sup> )

<sup>1</sup> Due to the arrangement of equipment in the TCs, a room of equal area but different configuration does not meet the minimum space requirements (i.e. A room 10.2' x 10.2', 104 SF does not qualify as a room 8' x 13', 104 SF).



## TELECOMMUNICATIONS CLOSET (TC) continued

Facility Item	IM&T Requirement Basement/Mezzanine	IM&T Requirement Wedge 1
<i>Location</i> <i>Unclassified</i> <i>Backbone Classified</i> <i>Tenant Classified</i>	On Corridor, 90m (295') to Work Sta On Corridor, 90m (295') to Work Sta Coordinate w/IM&T and Tenant	On Corridor, 90m (295') to Work Sta On Corridor, 90m (295') to Work Sta Coordinate w/IM&T and Tenant
<i>Service Limits</i>	Black to Black, Red to Red	Black to Black, Red to Red
<i>Horizontal Sleeves</i> <i>Design</i> <i>Firestopping</i>	Five 102mm (4") Under Raised Floor As Part of the Backbone Distribution System  Firestopped By COE Contractor After IM&T Cable Installation	Five 102mm (4") Above Suspended Ceiling Height As Part of the Backbone Distribution System  Firestopped By COE Contractor After IM&T Cable Installation
<i>Vertical Sleeves</i> <i>Design</i> <i>Firestopping</i>	Five 102mm (4") For Stacked TCs As Part of the Backbone Distribution System Firestopped By COE Contractor After IM&T Cable Installation	Five 102mm (4") For Stacked TCs As Part of the Backbone Distribution System Firestopped By COE Contractor After IM&T Cable Installation
<i>Cable Tray Within TC</i> <i>Configuration</i> <i>Clearance</i> <i>Bending Radius</i> <i>Grounding &amp; Bonding</i>	Above Each Row of Racks 305mm (12") Above, Min. 2185mm (7'-2") Elev. Minimum 305mm (12") Bond to TGB	Above Each Row of Racks 305mm (12") Above, Min. 2185mm (7'-2") Elev. Minimum 305mm (12") Bond to TGB
<i>Ingress/Egress</i> <i>Unclassified</i> <i>Classified</i> <i>Firestopping</i>	Cable Tray Two 102mm (4") EMT Penetration Firestopped By COE Contractor After IM&T Cable Installation	Cable Tray Two 102mm (4") EMT Penetration Firestopped By COE Contractor After IM&T Cable Installation
<i>Grounding &amp; Bonding</i>	Bus bar & Signal Reference Grid	Bus bar
<i>Backboard</i> <i>Plywood</i> <i>Paint</i>	Line Perimeter of Room Fire-resistant, Light Colored	Line Perimeter of Room Fire-resistant, Light Colored
<i>EMI</i>	Max of 3.0 V/m	Max of 3.0 V/m
<i>Locks</i> <i>Unclassified</i> <i>Classified</i>	Card Reader, Lock, Magnetic Switch Card Reader, Lock, Magnetic Switch Door Lock (Fed Spec FF-L-2740)	Card Reader, Lock, Magnetic Switch Card Reader, Lock, Magnetic Switch Door Lock (Fed Spec FF-L-2740)

## IM&T INTENSIVE FACILITIES

Facility Item	IM&T Requirement
<i>Raised Access Floor</i>	Where Designated As A Telecommunications Distribution Pathway
<i>Clearance</i>	Minimum 305mm (12")
<i>Panel Lifting Devices</i>	One per Agency/Tenant
<i>Firestopping</i>	Penetrations Firestopped By COE Contractor After IM&T Cable Installation
<i>Structural Floor Slab</i>	Concrete with Smooth Finish
<i>Sealant</i>	Dust Containment for New & Existing Concrete
<i>Loading</i>	7.2 kPa (150 psf)
<i>Water/Steam Pipes</i>	Not In Areas with Concentration of Telecommunications/Computer Equipment
<i>Sewer Pipes</i>	Double Wall Piping In Areas with Concentration of Telecom/Computer Equipment
<i>Sprinkler System</i>	Pre-Action Dry Pipe Type
<i>UPS</i>	Centralized
<i>Back-Up Power</i>	Building Back-Up Generator Power
<i>Back-Up Lighting</i>	Supported by Back-Up Generator Power
<i>Emergency Lighting</i>	On Batteries
<i>EPO Switches</i>	Based on Operational Requirements
<i>Power Dist. Unit (PDU)</i>	Provide Service At All Times <sup>2</sup>
<i>Cable Management</i>	Raised Floor –Provide Cable Management System from TC to Tenant Terminal

## BACKBONE DISTRIBUTION SYSTEM

### Communications Outlet Boxes

Facility Item	IM&T Requirement
<i>Location</i>	Identify During Tenant Design
<i>Minimum Size</i>	102mm wide x 102mm high x 64mm deep (4" x 4" x 2.5")
<i>Basement/Mezzanine</i>	Wall Back Boxes, Combination Communication/Power Floor Boxes & Technical/Column Box/Walls To Achieve Optimal Space Assignment
<i>Wedge</i>	Not Yet Identified, Coordinate w/ IM&T
<i>Clinic</i>	Wall Back Boxes

### TC to Work Area (Backbone Horizontal Distribution System)

Facility Item	IM&T Requirement
<i>Service Limits</i>	TC to Outlet - Max. 90m (295')
<i>Horizontal Sleeves</i>	Five 102mm (4") per TC Under Raised Floor; Sleeves Under Raised Floor Through Slab-to-Slab Walls For Pathways In Tenant Areas, Mechanical Rooms, Electrical Closets and Vestibules
<i>Basement/Mezzanine</i>	
<i>Wedge</i>	
<i>Firestopping</i>	Five 102mm (4") per TC Above Drop Ceiling; Sleeves Above Drop Ceiling Through Slab-to-Slab Walls For Pathways In Tenant Areas, Mechanical Rooms, Electrical Closets and Vestibules
	Firestopped By COE Contractor After IM&T Cable Installation
<i>Cable Tray</i>	None

<sup>2</sup> See Paragraph 6.4.6 of this report for a detailed description of PDUs for mission critical systems.

**PRO COSTS:**

- All standard office (as described above) IM&T, electrical, and mechanical requirements
- All above standard office (as described above) IM&T, electrical, and mechanical requirements identified by the tenant agency in the pre-planning phase

**TENANT AGENCY COSTS:**

- All above standard office (as described above) IM&T, electrical, and mechanical requirements not identified by the tenant agency in the pre-planning phase

## **OPEN STORAGE/SCIFs SECURITY**

Renovated Pentagon Wedge 1

2.10

The level of physical security is determined based on an agency's mission. It is necessary for the tenant agency representative to include the agency's physical security requirements in their response to the initial request for information by the design team. Physical security requirements as requested by the tenants will be reviewed by DPS and the tenant agency representative at the Design Intent Drawings phase. Systems security accreditation is not intended as part of this document.

### **SECURITY:**

All security items, such as cipher locks, X-07 combination locks, buzzer access, alarms, and cameras, must be identified in the Design Intent process.

All security hardware and equipment as approved by the appropriate accreditation office will be provided by the program. Should the tenant agency wish to provide their own security equipment, PRO will reimburse the tenant agency for these equipment costs.

### **SCIFs:**

PRO will provide SCIFs as needed to support agency mission only. The SCIF accreditation number shall be requested of the tenant agency representative as part of the planning and programming phase and submitted to PRO for validation through the appropriate accreditation office.

### **PRO COSTS:**

- All SCIFs, SAR/SAP, TWSAs, and classified open storage as required by agency mission and approved by the appropriate accreditation office
- All miscellaneous security hardware and equipment (locks, cipher locks, X-07 combination locks, etc.) as required by agency mission and approved by the appropriate accreditation office

### **TENANT AGENCY COSTS:**

- All SCIFs, SAR/SAP, TWSAs, and classified open storage identified after initial sign-off by tenant agency
- All miscellaneous security hardware and equipment (locks, cipher locks, X-07 combination locks, etc.) identified after initial sign-off by the tenant agency representative

## CONSTRUCTION DOCUMENTS

### Renovated Pentagon Wedge 1

2.11

Following approval of the Design Intent Documents, PRO will complete the design (construction documents) through a separate A/E contract. The tenant agency representative and sitting tenant are encouraged to participate in the TFO design process so they are satisfied that we have interpreted their requirements correctly and so that they have the opportunity to “buy-in” to the final design. Participation in the construction document process is advantageous to everyone; however, it is not required.

At this time, the DID's are sent to the program's A/E for the development of Construction Documents. Reviews at the 65% and 95% submissions will be made by PRO, the design consultant, DPS, and IM&T. On-board reviews of the 65% submission will be held with all participants in order that the impact of the various review comments can be evaluated quickly. During the development and completion of the TFO designs, the tenant agency representatives will review and approve all program required design changes to the previously approved DID's. Subsequently, tenant agency representatives will be asked to sign the Final TFO design documents signifying that they have reviewed and approved all changes made to the DID's during the TFO design process.

During this phase of the project, the tenant agency representative will be contacted by the design consultant for:

- Points of clarification by the tenant agency representative
- To advise any changes made to the approved DID package

Any variance(s) in the construction documents from the previously approved DID package will be discussed with the tenant agency representative. It is the intent of PRO to work with the tenant agency representative to reserve these issues to the satisfaction of the tenant agency. NOTE: This is not an opportunity for the tenant to make design changes. The tenant agency shall fund any mission required changes. Changes that alter the move-in schedule will only be addressed after move-in.

Major mission changes (adding a SCIF, red telephone closet, etc.) during the construction document phase must be requested by the tenant agency representative directly to PRO. Based on the requested change, PRO will do one of the following:

- Allow the change to be made and fund the change
- Allow the change with all associated costs paid by the tenant
- Postpone the change until after occupancy if it adversely impacts the program schedule – all costs will be borne by the tenant agency
- Reject the change

PRO is responsible for approving or not approving any change requests made by the tenant agency representative after the initial sign-off. The tenant agency representative does not have the authority to direct changes to the design team or to the general contractor.

The request for changes must meet the following criteria in order to be approved by the Pentagon Renovation Program Manager:

- There will be no impact on the occupancy schedule
- The defense component is willing to fund the design costs and construction changes

**PRO COSTS:**

- Construction documents

**TENANT AGENCY COSTS:**

- Minor revisions to construction documents (if allowed) due to tenant changes after the 35% design intent sign-off. Revisions will only be allowed if the revisions do not delay the program schedule

## **FURNITURE SPECIFICATIONS & ORDERING**

### **Renovated Pentagon Wedge 1**

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**2.12**

#### **FURNITURE STANDARDS:**

PRO will provide standard approved furniture at no cost to the tenant agency. See section 2.6 Furniture Standards, Moveable Walls and Signage Standards. Only with tenant agency representative's approval will above-standard or special items be purchased for the tenant at the agency's expense. A list of standard furniture approved for purchase by PRO is noted in the Pentagon Furniture Selection Guide, Edited Final, dated April 15, 1999.

As part of the tenant programming and planning, the tenant will select:

- Systems furniture finishes from the predetermined Pentagon standards (cool and warm schemes) for panel fabric, plastic laminate, and trim color based on the approved furniture manufacturer for the particular tenant area
- Freestanding furniture selections (standard level reception areas, conference rooms, task and management seating, etc.) including fabric and finish selections. Selections will be made from Pentagon Furniture Selection Guide, Edited Final, dated April 15, 1999

Based upon tenant finish selections, PRO will prepare furniture specifications.

#### **PRO COSTS:**

- Preparation of furniture specifications
- Product ordering and tracking
- Product installation

#### **TENANT AGENCY COSTS:**

- Agreed-upon above-standard furniture items

## **CHANGES DURING CONSTRUCTION**

### **Renovated Pentagon Wedge 1**

**2.13**

Changes during construction must be requested in writing by the tenant agency representative directly to PRO. Based on the requested change, PRO can do one of the following:

- Allow the change to be made and fund the change
- Allow the change with all associated costs paid by the tenant
- Postpone the change until after occupancy if it adversely impacts the program schedule with all costs to be borne by the agency
- Reject the change

PRO is responsible for approving or disapproving any change requests made by the tenant after the initial sign-off. The tenant agency representative does not have the authority to direct changes to the design team or to the general contractor.

The request for changes must meet the following criteria in order to be approved by the Pentagon Renovation Program Manager:

- There will be no impact on the occupancy schedule
- The defense component is willing to fund the design costs, the IM&T change costs and construction change costs.

#### **PRO COSTS:**

- Any changes requested by the tenant and agreed to by PRO

#### **TENANT AGENCY COSTS:**

- Any changes requested by the tenant and approved by PRO that do not have adverse program schedule impact



## **PUNCH LIST**

### **Renovated Pentagon Wedge 1**

**2.14**

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A Punch List is an organized listing of deficiencies and omissions from the contract documents, either construction, systems furniture or loose furniture.. Items noted on the Punch List are to be corrected or completed by the appropriate contractor as part of their work at no additional cost to the government. *Changes requested that are modifications from the contract documents (including installation documents) are not considered Punch List items and will need to be treated as tenant revisions after the Punch List is completed.*

#### **CONSTRUCTION PUNCH LIST:**

Upon completion of the tenant fit out construction, the tenant agency representative and PRO will walk through the space and note deficiencies and omissions (punch list items) to finalize the construction. PRO will provide written documentation of the punch list to coordinate with the contractor. Requested changes that vary from the documents used for construction will not be considered to be punch list items, but changes to be made and funded by the tenant after the space is turned over to the tenant agency.

#### **FURNITURE PUNCH LIST:**

Upon completion of furniture installation, the furniture punch list will be completed and documented by PRO with the tenant agency representative, with follow up by the Relocation Planning Team (RPT). Requested changes that vary from the furniture installation drawings will not be considered punch list items, but changes to be made and funded by the tenant after the space is turned over to the tenant agency.

#### **PRO COSTS:**

- Completion of punch list items for construction
- Completion of punch list items for furniture
- Completion of punch list items for movable walls

#### **TENANT AGENCY COSTS:**

- Changes to construction requested by the tenant agency representative after turning space over agency
- Changes to furniture configuration requested by the tenant agency representative after turning over space to agency

## **PERSONNEL MOVES & SURPLUS REMOVAL**

### **Renovated Pentagon Wedge 1**

**2.15**

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#### **PENTAGON RENOVATION SUPPORTED MOVES POLICY:**

A renovation-supported move is defined as any relocation of personnel, equipment, facilities and/or systems from an area targeted for renovation to a permanent location. Includes but may not be limited to:

- Planning
- Preparation of space
- Construction
- Physical relocation of personnel, facilities, equipment and /or systems
- Funding and coordination of tenant efforts in the disposal of surplus furniture and/or equipment (except IM&T equipment)

Relocations will be planned, scheduled and managed by the Pentagon Renovation Office with input from the appropriate tenant agency representative throughout the process. Above-standard level services may be obtained through PRO by the tenant agency on a reimbursable basis.

#### **TIMING OF MOVES:**

Generally, all moves will start Thursday and end the following Monday. Typically, all moves will take place in the evenings on weekdays and during the day and evenings on weekends and holidays. PC de-certification will be done on the weekdays (Thursday, Friday, and Monday) of this time period. PCs de-certified on one day will be certified and operational by COB the following business day. Additional time may be required if the system is unusually complex or has a high level of security.

#### **MOVE COORDINATION:**

The Relocation Planning Team (RPT) is a team of PRO consultants contracted to coordinate all renovation related moves. The tenant agency representative or designated point of contact will work closely with the RPT's point of contact to coordinate a PRO funded move.

RPT will schedule the contracted moving company for the move once the space is ready for occupancy. It is the tenant's responsibility to ensure that items to be moved are boxed and properly labeled as required in order to ensure that items are moved to appropriate spaces within the new location. At the appropriate time, the RPT will provide a detailed move manual for the tenant move representative's use. This manual will outline packing and labeling guidelines.

### Renovation Supported Move Services

Service	Standard Level Service (Funded by PRO)	Above-Standard Level Service (Funded by Tenant)
Move Manual	1 copy per Move Representative	All additional requirements
Move Notebook	1 copy per Move Representative	All additional requirements
Relocation Data Sheets	1 copy per Move Representative	All additional requirements
Inventory of Furniture and Furnishings	Not supported	Available on request
Move Checklist	Weekly updates	All additional updates
Relocation Handbook	1 Disk and 10 hard copies	All additional requirements
Orientation Guide	Web-site and 10 hard copies	All additional requirements
Pre-Move Briefings	3 per Agency	Additional Briefing Packets
Move Packets	1 copy per employee	All additional requirements
Furniture Delivery Schedule Tracking, Delivery Coordination & Installation Oversight	PenRen or Tenant funded furniture if indicated on final furniture plans and if procured & installed through PRO prior to occupancy	All additional requirements
Packing Assistance	Non-Classified common area spaces (file rooms, libraries, etc.)	Individual employee work space
Artwork/Artifacts		
Warehousing	Not supported	All requirements
On-site Move Supervision – External	Up to 10 Relocation Coordinators	Additional relocation coordinators
On-site Move Supervision – Internal	Up to 5 Relocation Coordinators	Additional relocation coordinators
Post-Move Help Desk	2 Days after move	3 Days after move
Coordination of Surplus Removal	Yes	Yes
Delivery Orders for Movers and Surplus Removal		Any modifications or changes after negotiation of Task Order

### **RELOCATION OF EXISTING FURNITURE, FURNISHINGS, AND EQUIPMENT:**

Existing Government-owned furniture, furnishings, and equipment approved for reuse by the PRO, and shown on approved final furniture plans, will be relocated as part of the standard level service. Relocation of all other items will be considered as an Above-Standard Service.

Government-owned furniture, furnishings, and equipment must have a government bar code affixed to it or be listed on an agency's property book as being Government-owned. Certain items, listed on the Tenant Moves/Surplus Removal chart, *will not be moved*, as a standard level service, even if they are

Government-owned and are on the furniture plans. These include, but are not limited to, space heaters, personal fans, kitchen appliances not scheduled to be placed in approved kitchenettes, etc.

As a standard level of service, PRO will only move the furniture, furnishings, and equipment to approved swing space locations. Written approval by the PRO must be obtained in advance of the move if another location is requested.

#### **MOVING OF SPECIALTY EQUIPMENT (copiers, high-density storage units, etc.):**

As a standard level service, PRO will fund the de-installation, moving, and re-installation of all specialty equipment when the equipment is:

- Government-owned, with a Government bar code and/or is listed in an agency's property book as Government-owned, and
- depicted on a PRO-approved final furniture plan, and
- any adjustments to the space in support of the equipment have been approved by the PRO, with funding responsibility agreed to, in writing, by the PRO and the tenant agency.

#### **SURPLUS REMOVAL SERVICES:**

As a standard level service, PRO will provide surplus removal for Renovation-supported moves to the extent noted on the Tenant Moves/Surplus Removal chart. Non-Renovation supported moves are considered an above-standard service and must be funded directly by the Tenant.

Fifteen days prior to the move date, a walk-thru will be conducted in the tenant space for the purpose of identifying items to be moved vs. items for surplus removal. The tenant agency representative must determine the disposition of all items at that time. At this walk-thru, the RPT (as representatives of the PRO), the moving company, and Defense Supply Service-Washington (DSS-W) will accompany the tenant agency representative having authority and accountability for the Property Book. (If that individual cannot be present, the tenant agency must designate an appropriate alternate with authority to commit furniture to surplus or to a potential user).

Upon completion of the walk-thru, DSS-W will provide the tenant agency representative with a copy of the completed Surplus Inventory Form for verification and approval. (See Section 5.1 Pentagon Renovation Standard Forms). If additions or deletions to this list are necessary, the tenant agency representative must notify DSS-W within 48 hrs. of the walk-thru as the list will be incorporated into standard form DA-3161 and after sign-off will be considered final. At that point, items listed on form DA-3161 become the property of DSS-W. DSS-W will begin to search for customers interested in the surplus furniture items and may schedule inspections of the surplus furniture for potential buyers prior to the tenant's move date. Furthermore, based on the disposition information obtained from the tenant agency representative, the moving company and DSS-W will estimate and contract for the personnel and number of vehicles needed to conduct their respective move and surplus removal.

As a standard level of service, surplus removal includes furniture items; both systems furniture workstations and free-standing furniture, e.g. desks, chairs, file cabinets, bookcases, etc. DSS-W does not remove hazardous material such as toner, developer, refrigerators with freon, etc., nor does it include removal of any small, electrical, equipment items such as typewriters, fax machines, fans, space heaters, etc., or leased equipment. (The tenant agency representative must contact DSS-W directly for the proper removal of these items; call Carolyn A. Jones at 703-428-1212.) Refer to Tenant Moves/Surplus Removal chart for a summary of items that will be moved or surplus on Renovation-supported moves

as a standard service. Items noted as noted being handled by RPT or DSS-W may *not* be contracted as an above-standard service.

### Tenant Moves/Surplus Removal

Item	Items that will be moved by RPT	Must be identified on Final Furniture Plan	Items that will NOT be moved by RPT	Items that DSS-W will Surplus or Pick-up
ADP Equipment	✓			N
Bookcases	✓	✓		Y
Cabinets (Wood & Metal)	✓	✓		Y
Chairs (Executive and Side)	✓	✓		Y
Coat Racks			✓	Y
Coffee Makers			✓	N
Computers	✓	✓		N
Copiers		✓		N
Credenzas	✓	✓		Y
Cutting Boards	✓			Y
Desks (Executive & L-Units)	✓	✓		Y
Displays and Exhibits	✓	✓		N
Easels	✓	✓		Y
Fans			✓	Y
Fax Machines	✓	✓		N
Flags & Stands	✓	✓		Y
Floor Mats	✓			Y
HAZMAT			✓	N
Heaters			✓	N
High Density Files	✓	✓		Y
Lamps	✓	✓		Y
Lecterns	✓	✓		Y
Metal Carts	✓	✓		Y
Microwaves			✓	N
Overhead Projectors	✓	✓		N
Paper Cutters	✓			Y
Pictures	✓	✓		Y
Plants/Trees – Artificial	✓	✓		Y
Plants – Live			✓	N
Printers	✓	✓		N
Refrigerators (w/o freon) *	✓	✓		Y*
Safes	✓	✓		Y
Scanners	✓	✓		N
Servers	✓	✓		N
Sofas	✓	✓		Y
STU Phones	✓			N
Tables (all sizes)	✓	✓		Y
Trash cans	✓			Y
TVs	✓			N

### Tenant Moves/Surplus Removal Continued

Item	Items that will be moved by RPT	Must be identified on Final Furniture Plan	Items that will NOT be moved by RPT	Items that DSS-W will Surplus or Pick-up
Typewriters	✓			N
Vacuum Cleaner	✓			N
VCRs	✓			N
Wardrobes	✓	✓		Y
Whiteboard (Hanging & Electronic)	✓	✓		Y

*\*It is the Tenant's responsibility to remove freon prior to surplus removal. Refrigerators with freon are considered a hazardous material and will not be removed by DSS-W. See section 5.1 Pentagon Renovation Standard Forms.*

After a move is complete, the moving company and DSS-W will remove the surplus items as identified and agreed to by the tenant agency representative (at the walk-thru conducted 15-days prior to the move). If the surplus items remaining in the vacated spaces vary from the agreed upon list in any way, the change will result in additional costs to the tenant agency. See Changes to Moves or Removal of Surplus.

It is the tenant agency's responsibility to have the vacated space cleared by Security prior to removal of surplus furniture or to provide personnel to remain in the space until completion of the surplus removal. If vacated rooms are not accessible to PRO's representative or DSS-W on the designated date and at the designated time, any cost to PRO shall be borne by the agency. (See Section 2.18 Vacate/Turnover Services).

#### **ARTWORK AND ARTIFACTS:**

As a standard level of service, PRO will not provide artwork and artifact removal, storage, and final placement for items which are not specific to a particular agency and located in the public areas of the Pentagon. Please contact Kathy Brassell at (703)695-4266 at OSD for assistance.

Agency-specific artwork and artifacts located within an agency's space will be packed, moved, and reinstalled by the PRO when the artwork and/or artifacts are:

Government-owned, with a Government bar code and/or listed in an:

- agency's property book as government-owned, and
- depicted on a PRO-approved final floor plan, and any adjustments to the swing space in support of the artwork and/or artifacts have been approved by the PRO, with the responsibility for payment agreed to, in writing, by the PRO and the tenant agency.

#### **WAREHOUSING AND WAREHOUSING SERVICES:**

PRO will **not** provide warehousing or warehousing services in support of tenant relocations from the Pentagon. These services are a tenant responsibility.

## **SECURITY:**

As a standard level of service, PRO will provide cleared government personnel as security escorts for moves. However, safeguarding of classified material remains a tenant responsibility, and tenant escorts will be needed during IM&T certification and validation procedures and the moving of safes.

## **SCHEDULE OF COSTS FOR TENANT – INITIATED CHANGES TO MOVE SERVICES:**

The Pentagon Renovation Program (PENREN) believes in being responsive to our customer. We will make every effort to remain flexible to our customer's ever changing demands. Understanding that situations occur that may cause schedules to change, we will work diligently to minimize the costs to the Program, and ultimately, our customer. In order to maximize cost savings, and improve performance and customer support, PENREN has awarded multiple contracts for move services, ensuring price and performance competition, which reduces the overall cost of each activity. Since PENREN is funded from charges placed on building occupants, these savings translate directly into budget savings for our customer.

To accomplish this, the moving services' contracts outline certain rules and regulations to which PENREN and the movers must adhere. These rules and regulations are woven into our move process, ensuring compliance and consistency. In order to minimize costs, once a delivery order had been issued, no changes will be accepted unless the customer is willing to bear the cost of these changes. The process for handling certain costs associated with the move process is reflected in this document.

In the 29 February 2000 meeting of The Defense Management Council (DMC) chaired by the DEPSECDEF, Council Members from each of the service organizations indicated a willingness to support this procedure.

## **MOVE PROCESS:**

PENREN has honored its process for successfully relocating our customers. Six months prior to a scheduled move date, PENREN will assign Relocation Planning Team (RPT) personnel to work closely with the customer in support of their move. The RPT will assist the customer in support of their move, providing pre-move packets, additional dumpsters/receptacles for purging of files and removing excess trash. The RPT also provides a briefing to the entire agency on what to expect during the move. Following the move, the RPT establishes and mans a Post-Move Help Desk to handle issues arising from the move. As part of the relocation planning process, the RPT will work with the tenant move representative to create and issue a delivery order in support of their move. The process is as follows:

- Six weeks prior to the scheduled move date the RPT, the movers, and the tenant move representative will conduct a walk-through to develop the Statement of Work and to identify the items to be removed. The RPT and the tenant move representative will review the information for accuracy. This inventory list will be compiled and attached to the Statement of Work for the move contractor.
- The RPT will negotiate a firm, fixed-priced delivery order with the selected move contractor. This delivery order will outline the timeframes for the move, identify current and new locations, special requirements and the list of items to be removed. Once the delivery order had been ratified, the RPT will submit to the tenant agency representative or designated person the Schedule of Costs for Tenant-Initiated Changes to Move Services package. This package will contain:
  - ✓ Signature Memorandum – This memo will outline the contents of the package, highlighting the agreed upon dates, timing of moves and any special requirements. This memo had to be signed by the tenant move representative and a PENREN representative after both parties agree with the contents.

- ✓ Moving Services Delivery Order – A copy of the agreed upon delivery order will be provided as part of the package. This document outlines the particulars of the move, with special emphasis on how the move will be conducted.
- ✓ Schedule of Costs for Tenant-Initiated Changes to the Move Services – This document calculates the costs for tenant sponsored changes to the delivery order thirty days out and seven days out. An important item to note is the impact a change has on supplemental services that support the move and the associated costs.

After reviewing the package with the move representative, the PENREN representative want the tenant move representative will sign the acknowledgement agreement. A copy of the package will then be provided to the tenant agency representative. After signing, any changes to the move services will result in charging the tenant agency the applicable fees. This package will be completed and signed no less than thirty days prior to the scheduled move date.

### **SURPLUS REMOVAL PROCESS:**

Defense Supply Services-Washington (DSS-W), is responsible for coordinating the removal of surplus items. Since this process is not handles by contractors, PENREN has limited flexibility in addressing surplus items; thereby limiting the ability to adjust the changes. PENREN and DSS-W have worked out an agreement that makes DSS-W responsible for finding a new “home” for the surplus items, and PENREN responsible for the physical removal of the items. The surplus removal process is very similar to the move services process, with a few exceptions:

- Six weeks prior to the scheduled surplus removal date the RPT, DSS-W, the movers, and the tenant move representative will conduct a walk-through to develop the Statement of Work and to identify the items to be surplus. DSS-W, the RPT, the tenant move representative and tenant agency representative will review the information for accuracy. This inventory list will be complied and attached to the Statement of Work for the move contractor.
- DSS-W will begin the process of finding new owners for the surplus items. This is a very critical phase because any other agency interested in the surplus items needs to be assured that the items will be available before committing to receiving the surplus items.
- The RPT will negotiate a firm, fixed-priced delivery order with the selected move contractor. This delivery order will outline the timeframes for the surplus removal, any special requirements and the list of items to be moved.
- Once the delivery order had been ratified, the RPT will submit to the Tenant Agency Representative the Schedule of Costs for Tenant Initiated Changes to Move Services package. This package will contain:
  - ✓ Signature Memorandum – This memo will outline the contents of the package, highlighting the agreed upon move dates, timing of moves and any special requirements. This memo had to be signed by the tenant agency representative and a PENREN representative after both parties agree on the contents.
  - ✓ Surplus Removal Delivery Order – A copy of the agreed upon delivery order will be provided as part of the package. This document outlines the particulars of the surplus removal, with special emphasis on how the move will be conducted.
  - ✓ Schedule of Costs for Tenant Initiated Changes to Surplus Removal Services – This document calculates the costs for tenant sponsored changes to the delivery order thirty days out and seven days out. An important item to note is the impact a change has on supplemental services that support the move and the associated costs.

After reviewing the package with the move representative, the PENREN representative and the tenant agency representative will sign the acknowledgement agreement. A copy of the package will then be



provided to the tenant move representative. After signing, any changes to the surplus removal services will result in charging the tenant agency the applicable fees. This package will be completed and signed no less than thirty days prior to the scheduled surplus removal date.

### **CHANGES:**

Changes generally fall into three categories:

- Changes to the move schedule
- Changes to the inventory list
- Changes to the scope of services

Changes to the move schedule – A change to the move schedule encompasses any adjustments to the move date, the start and end times for the activity and special requirements after the signature memorandum has been signed. This is the most costly of changes. A change in the move schedule also impacts the renovation schedule, which makes the Program more costly as well. A customer who requires a change in the move schedule after the delivery order had been issued will bear the brunt of the costs associated with the change. PENREN understands that emergencies may occur and will work as diligently as possible to minimize these costs, but the long-term impact on the renovation schedule cannot be ignored.

Changes to the inventory list – PENREN has limited flexibility regarding changes to the inventory listing of items to be moved and will work with the agency on a case-by-case basis. Generally, once the delivery order is issued, and additions or deletions to the inventory list will result in submitting either a modification or a new Statement of Work. This increases the administrative cost for PENREN, and ultimately, our customers. However, the move vendors understand the dynamics of the project and will allow minor adjustments to the inventory for items being moved with the tenant. For items left for surplus, minor adjustments are more difficult because any increase in scope could potentially impact the renovation schedule, so only in extreme circumstances will PENREN allow changes without the tenant agency having to bear the cost.

Changes to the scope of services – A change to the scope of services usually will result in either a modification to the delivery order or submission of a revised Statement of Work. The scope of services includes current and new locations, organizations to be moved and any tenant-specific requirements (packing assistance, de-installation services, etc.). Changes to any of these items will result in additional costs, which will require the tenant to bear the cost.

Understand the PENREN has been directed by DMC to backcharge the tenant organizations (Army, Navy, Air Force, Marine Corps, or Independent Agencies) directly to recover these unanticipated costs. Also understand that PENREN will minimize these costs to the extent possible; however, the costs can be avoided if the tenant agencies assist the Program by minimizing or eliminating last minute changes.

Other tenant changes incur costs as well. Last minute changes to seating assignments, not following directions concerning move preparation, etc. all contribute to higher move costs and potential schedule implications.

### **METHOD OF COLLECTION:**

The RPT shall complete a DD Form 2647, "Reimbursable Project Worksheet" (RPW) describing the tenant-initiated charges. Section I and II of the RPW shall be completed by the RPT, including Item 22, cost estimate, to provide the amount to be charged to the tenant agency representative for the move changes.

The original RPW shall be returned to the tenant agency representative for acceptance or rejection of the work estimate. The tenant agency representative is to complete Section III and prepare a DD Form 448. The original RPW and MIPR is forwarded to PENREN within sixty calendar days form the receipt of the following address:

Pentagon Renovation Office  
Attn: Resource Manager  
100 Boundary Channel Drive  
Arlington, VA 22202-3712  
(703)693-8275

The MIPR will be accepted by RMO on a DD Form 448-2, "Acceptance of Military Interdepartmental Purchase Request". Copies of the completed MIPR, original acceptance of MIPR and a copy of the RPW are then provided to the tenant agency representative.

**PRO COSTS:**

- Relocation costs per Renovation Supported Moves policy
- Packing assistance for common areas (file rooms, libraries, etc.) in PRO designated moves
- Delivery tracking and installation coordination of PRO or tenant-funded furniture if indicated on final furniture plans and purchased by PRO prior to occupancy
- Moving of existing Government-owned furniture and equipment shown on approved final floor plan
- Packing, moving, and storage of tenant artwork during renovation
- Reinstalling tenant artwork in permanent locations in public corridors

**TENANT AGENCY COSTS:**

- All agency required moves beyond Renovation Supported Moves policy
- Any tracking or coordination of tenant (post occupancy) funded furniture items not incorporated into the design intent documents
- Any changes made by tenant to the move contract and/or surplus removal after Task Order Negotiation
- Provision of storage for agency-specific artwork
- Reinstallation of tenant artwork in tenant space

## **PUBLIC DISPLAYS, ARTWORK & ARTIFACTS**

### **Renovated Pentagon Wedge 1**

**2.16**

#### **REMOVAL AND STORAGE:**

As a standard level service the PRO will provide artwork and artifact removal, storage, and final placement for items which are not specific to a particular agency and located in the public areas of the Pentagon.

Agency-specific artwork and artifacts located within the public corridors will be packed, moved, and re-installed by the PRO when the artwork and/or artifacts are

- Government-owned, with a Government bar code and/or listed in an agency's property book as Government-owned, and
- depicted on a PRO-approved final floor plan, and any adjustments to the swing space in support of the artwork and/or artifacts have been approved by the PRO, with the responsibility for payment agreed to, in writing, by the PRO and the tenant agency.

#### **REINSTALLATION:**

Space for artwork and displays in public areas will be somewhat limited in the renovated Pentagon. Due to the limited space, agencies will be assigned artwork or display space in areas populated by the agency's tenants in the B, C, D, and E-rings. Assignment of A-ring space will be based on availability. The E-ring will have space to display flat objects (such as artwork, flags, etc.) as well as shallow three-dimensional objects. The A-ring will accommodate flat displays and larger three-dimensional displays.

For tenant owned displays in public areas, the tenant agency must purchase display cases as designed by PRO to achieve a cohesive design throughout the renovated Pentagon.

It is the agency's responsibility to coordinate its desired display objects in the designated location(s) within the renovated Pentagon with the design team, Corridor Committee, and move team.

#### **PRO COSTS:**

- Standard corridor finishes for standard level, executive level and secretarial level corridors
- Removal, storage, and final placement of non-tenant specific displays
- Design of display cases in public areas

#### **TENANT AGENCY COSTS:**

- Storage of tenant specific artwork
- Installation of artwork (within PRO and building code regulations)
- Procurement or construction of display cases designed by PRO

## **VACATE/TURNOVER PROCEDURES**

### **Renovated Pentagon Wedge 1**

**2.17**

#### **PRE-MOVE PROCEDURES:**

##### **Tenant Responsibilities**

- Tenant contacts DSS-W 30 days prior to move to schedule removal of excess ADP equipment
- Tenant contacts PBMO 14 days prior to move for dumpsters and clean-up support
- Tenant contacts PBMO 14 days prior to move to schedule removal of hazardous material
- Tenant contacts TSCO 14 days prior to move to schedule disconnect and removal of phones
- Tenant contacts Tenant LAN Administrator 14 days prior to move to disconnect and remove LAN lines
- Tenant contacts DPS or tenant security vendor 14 days prior to move to disconnect and remove alarms

##### **PRO Responsibilities**

- RPT contacts PBMO 7 days prior to move to schedule loading dock overtime access
- RPT contacts DSS-W 30 days prior to move to schedule a walk-through with the tenant to identify and list the furniture and equipment to be moved and the furniture and equipment to be surplus through DSS-W.

#### **AFTER MOVE OUT PROCEDURES (four weeks):**

##### **Tenant Responsibilities (first two weeks after move)**

- Property and trash disposal
- Surplus ADP equipment – DSS-W or AFPCA
- Hazardous material removal –PBMO or AFPCA
- Disconnect phones – TSCO
- Disconnect LAN lines – LAN Administrator
- Disconnect security Alarms – security vendor or Agency Security Office
- Tenant Agency Representative to turn in keys, combinations and completed Check-Out Procedures Form to PRO's Tenant Service Representative
- De-certify entire space

The "Pentagon Relocation Manual" is distributed prior to a move and details the procedures noted above.

##### **PRO Responsibilities (second tow weeks after move)**

- Surplus furniture and equipment removal – RPT
- Final trace and tag of Telecommunication & Phone Lines – IM&T
- Final check and clearance of Tenant space – DPS
- Turn-in signed Vacate/Clearance Form to Construction Team

## **POST MOVE REVISIONS**

### **Renovated Pentagon Wedge 1**

**2.18**

#### **CONSTRUCTION REVISIONS:**

After occupancy, in accordance with standard DoD practice, the tenant can request changes to the new space. Changes at this time are no longer under the purview of PRO and must be made in accordance with DODI 5030.60. All requests for changes and alterations to the space must be made by the tenant agency representative, submitted to WHS/RE&F Space Policy & Acquisition Division to the Federal Facilities Division for execution. Tenant revisions can only be initiated after the construction punch list is completed.

#### **FURNITURE REVISIONS:**

After occupancy and Punch List, the tenant agency will be able to make changes to the systems furniture to reconfigure, add or delete furniture. Changes at this time are no longer under the purview of PRO and must be made in accordance with DODI 5030.60. The costs for all such requests will be funded by the tenant. In order to ensure that explicit product warranties for furniture systems are not jeopardized, only the authorized furniture contractor can make alterations to the systems furniture. Tenant revisions can only be initiated after the furniture punch list is completed.

#### **PRO COSTS:**

- Changes in construction due to omissions in the construction as they appear in the punch list
- Changes in furniture due to omissions in the installation as they appear in the punch list
- Changes in movable walls due to omissions in the installation as they appear in the punch list

#### **TENANT AGENCY COSTS:**

- All changes in construction due to tenant revisions
- All changes in systems furniture configurations due to tenant revisions
- All changes in movable wall systems configurations due to tenant revisions

## **PENTAGON RENOVATION STANDARD FORMS**

**5.1**

Standard forms used in the renovation process:

### **PURDI DATABASE:**

- PURDI Standard Reports:
  - ✓ Organizational Structure Report
  - ✓ Adjacency Report
  - ✓ Summary Space Requirements Report
  - ✓ Space Requirements Detail Report
  - ✓ Summary Personnel Report
  - ✓ Detailed Personnel Report
  - ✓ Summary Furniture & Equipment Inventory Report
  - ✓ Detail Furniture & Equipment Inventory Report
- DD Form 1450
- DD Form 1450-1

### **TENANT-FIT OUT:**

- Questionnaire to Agencies Regarding Wedge 1 Occupancies
- Wedge One Reoccupancy Fact Sheet

### **PERSONNEL MOVES & SURPLUS REMOVAL:**

- Relocation Checklist – 26 Weeks Before the Move
- Relocation Checklist – 12 Weeks Before the Move
- Tenant Inventory Sheet
- Surplus Inventory Form
- DA Form 3161
- Unserviceable Refrigerators Form
- Equipment Requirements Form
- Check-Out Sheet
- Post Move Assistance Form
- Post-Move Questionnaire
- Schedule of Costs for Tenant Initiated Changes to Surplus Removal Services
- Schedule of Costs for Tenant Initiated Changes to Move Services

### **VACATE TURNOVER PROCEDURES:**

- Tenant Check-out Procedures
- Tenant Area Turnover Form

## REFERENCES

5.2

This manual for Tenant Guidelines makes reference to the following documents:

- |   |                           |
|---|---------------------------|
| ▪ DD Forms 1450, 1450-1 (space requirements data) |                           |
| ▪ DoD Instruction 5030.60                         | Dated: September 17, 1993 |
| ▪ DCID 1/21                                       | Dated: January 30, 1994   |
| ▪ Tenant Finish Selections                        | Dated: July 22, 1996      |
| ▪ Space Allocation & Office Finish Standards      | Dated: March 31, 1998     |
| ▪ Pentagon Relocation Manual                      | Dated: October, 1998      |
| ▪ Prototypical Electrical Systems                 | Dated: November 30, 1998  |
| ▪ Prototypical IM&T Facility Requirements         | Dated: February 1999      |
| ▪ Pentagon Furniture Selection Guide              | Dated: April 15, 1999     |
| ▪ Integrated Schedule                             | Dated: May 11, 1999       |
| ▪ DoD Instruction 5305.5                          | Dated: June 14, 1999      |

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# Organizational Structure Report

Group	Group Name									
	Defense Component	1st	2nd	3rd	4th	5th	6th	7th	8th	Organizational Level
OSD	Office of the Secretary of Defense									
SECDEF	Secretary of Defense									
PA&E	Program Analysis and Evaluation									
EDITOR	Editor									
GPP	General Purpose Programs Directorate									
NF	Naval Forces Division									
RA	Resource Analysis Directorate									
EA&RP	Economic Analysis & Resource Planning Division									
OA&PP	Operation Analysis & Procurement Planning Division									
WSCAD	Weapon Systems Cost Analysis Division									
SS	Support Services									
DC&L	Document Control and Library									
	Group Remarks: DC&L section is approved as an Open Storage Facility to maintain materials up to Secret. Therefore, the facility housing DC&L must be alarmed and approved for Open Storage up to Secret.									
TA&P	Theater Assessments & Planning Directorate									
PF	Projection Forces Division									
PF-SC	Support Contractors									
WHS	Washington Headquarters Services									
WHS-GC	General Counsel									
USPP	Under Secretary/Dep Under Secretary									

Group	Adjacent To Group	Adjacent To Group Name	Priority	Remarks
<b>EDITOR Editor</b>				
	CA	Contract Administration	3	
	C&D	Correspondence and Directives	3	
<b>GPP General Purpose Programs Directorate</b>				
	RA	Resource Analysis Directorate	3	
	TA&P	Theater Assessments & Planning Directorate	3	
	S&SP	Strategic and Space Programs	3	
	FP	Force Planning Division	4	
	TA	Tactical Air Division	4	
	LF	Land Forces Division	4	
	PA&E	Program Analysis and Evaluation <sup>1</sup>	4	
	NF	Naval Forces Division	4	
<b>NF Naval Forces Division</b>				
	LF	Land Forces Division	4	
	TA	Tactical Air Division	4	
	GPP	General Purpose Programs Directorate	4	
	FP	Force Planning Division	4	
<b>RA Resource Analysis Directorate</b>				
	GPP	General Purpose Programs Directorate	3	
	TA&P	Theater Assessments & Planning Directorate	3	
	S&SP	Strategic and Space Programs	3	
	OA&PP	Operation Analysis & Procurement Planning Division	4	
	EA&RP	Economic Analysis & Resource Planning Division	4	
	F&ICA	Force & Infrastructure Cost Analysis Division	4	
	PA&E	Program Analysis and Evaluation	4	
	WSCAD	Weapon Systems Cost Analysis Division	4	
<b>EA&amp;RP Economic Analysis &amp; Resource Planning Division</b>				
	WSCAD	Weapon Systems Cost Analysis Division	4	
	OA&PP	Operation Analysis & Procurement Planning Division	4	
	RA	Resource Analysis Directorate	4	
	F&ICA	Force & Infrastructure Cost Analysis Division	4	
<b>OA&amp;PP Operation Analysis &amp; Procurement Planning Division</b>				
	EA&RP	Economic Analysis & Resource Planning Division	4	
	F&ICA	Force & Infrastructure Cost Analysis Division	4	

Group	Adjacent To Group	Adjacent To Group Name	Priority	Remarks
	WSCAD	Weapon Systems Cost Analysis Division	4	
	RA	Resource Analysis Directorate	4	
<b>WSCAD Weapon Systems Cost Analysis Division</b>				
	EA&RP	Economic Analysis & Resource Planning Division	4	
	F&ICA	Force & Infrastructure Cost Analysis Division	4	
	OA&PP	Operation Analysis & Procurement Planning Division	4	
	RA	Resource Analysis Directorate	4	
<b>SS Support Services</b>				
	PA&E	Program Analysis and Evaluation	4	Central location to Division.
<b>DC&amp;L Document Control and Library</b>				
	SS	Support Services	3	DC&L is mostly independent from their supervisor
	PA&E	Program Analysis and Evaluation	4	Central location to division is required
<b>TA&amp;P Theater Assessments &amp; Planning Directorate</b>				
	S&SP	Strategic and Space Programs	3	
	GPP	General Purpose Programs Directorate	3	
	RA	Resource Analysis Directorate	3	
	PA&E	Program Analysis and Evaluation	4	
	P&AS	Planning & Analytical Support Division	4	
	RA&M	Regional Assessment & Modeling Division	4	
	PF	Projection Forces Division	4	
<b>PF Projection Forces Division</b>				
	RA&M	Regional Assessment & Modeling Division	4	
	TA&P	Theater Assessments & Planning Directorate	4	
	P&AS	Planning & Analytical Support Division	4	
	PF-SC	Support Contractors	5	
<b>WHS-GC General Counsel</b>				
	PR&PO	Pentagon Renovation and Planning Office	1	
<b>USPP Under Secretary/Dep Under Secretary</b>				
	USD-PS	Dep to the USD (Policy) for Policy Support	5	

OSD

## Summary Space Requirements Report

PURDI

Office of the Secretary of Defense

Pentagon User Requirements Database

Group	Office Type Space					Special Space		Total NSF	Total OSF	CIRC (% OSF)	Staff #	Utilization Rate (Office type OSF/ Staff)
	Personnel	Support	Equipment	Subtotal NSF	Subtotal OSF	Subtotal NSF	Subtotal OSF					
PA&E Program Analysis and Evaluation												
EDITOR Editor	128	154	0	282	353	0	0	282	353	20.1%	1	353 SF/Person
GPP General Purpose Programs Directorate	359	0	0	359	459	0	0	359	459	21.7%	2	229 SF/Person
NF Naval Forces Division	930	80	0	1,010	1,297	0	0	1,010	1,297	22.1%	7	185 SF/Person
RA Resource Analysis Directorate	359	0	0	359	459	0	0	359	459	21.7%	2	229 SF/Person
EA&RP Economic Analysis & Resource Planning Division	871	0	0	871	1,099	0	0	871	1,099	20.7%	6	183 SF/Person
OA&PP Operation Analysis & Procurement Planning Division	256	700	0	956	1,195	0	0	956	1,195	20.0%	2	597 SF/Person
WSCAD Weapon Systems Cost Analysis Division	999	0	0	999	1,259	0	0	999	1,259	20.6%	7	179 SF/Person
SS Support Services	362	0	0	362	463	0	0	362	463	21.8%	3	154 SF/Person
DC&L Document Control and Library	616	1,562	31	2,209	2,851	250	313	2,459	3,164	22.2%	7	407 SF/Person
TA&P Theater Assessments & Planning Directorate	359	80	60	499	659	0	0	499	659	24.2%	2	329 SF/Person
PF Projection Forces Division	743	340	0	1,083	1,424	0	0	1,083	1,424	23.9%	5	284 SF/Person
Subtotal	5,982	2,916	91	8,989	11,518	250	313	9,239	11,831	21.9%	44	261 SF/Person
Total	5,982	2,916	91	8,989	11,518	250	313	9,239	11,831	21.9%	44	261 SF/Person

OSD

## Space Requirements Detail Report for 10/01/1997

PURDI

Office of the Secretary of Defense

Pentagon User Requirements Database

Office of the Secretary of Defense																	
Group	Employee Name	Title	Grade	Supervisor	Enclosure	Standard	Var.	Qty	NSF/Unit	NSF	OSF	Shared By	Assigned	Capacity	DOD Space Type	Special Construction	
	Justify:				Remarks:				Adjacent To:								
EDITOR Editor																	
PERSONNEL SPACE																	
	Mcgruff, Ruff	EDITOR	GS-15	Supervisor	Private	EE		1	128	128	160	1	1	1	OFFICE		
	Justify: Requires private office due to the type of doc.'s				Remarks: Existing conventional furniture.				Adjacent to: Office can be directly off main corridor.								
	Personnel Space Subtotal									128	160						
SUPPORT SPACE																	
	Conference Room: 6 Seats				Private	CONF-06		1	154	154	193	1	0	6	OFFICE		
										Adjacent to: Conference area for 3, inside the editor's privat							
	Support Space Subtotal									154	193						
	Editor Subtotal									282	353						
GPP General Purpose Programs Directorate																	
PERSONNEL SPACE																	
	Bear, Yogi	DEPUTY DIRECTOR	ES-2	Executive	Private	EC		1	300	300	375	1	1	1	OFFICE		
	Justify: Requires private office due to supervisory level.				Remarks: Existing conventional furniture.				Adjacent to: Secretary.								
	Bear, Booboo	SECRETARY	GS-08		Open	OC		1	59	59	84	1	1	1	OFFICE		
					Remarks: Existing conventional furniture.				Adjacent to: Suite entry								
	Personnel Space Subtotal									359	459						
	General Purpose Programs Directorate Subtotal									359	459						
NF Naval Forces Division																	
PERSONNEL SPACE																	
	Flintstone, Fred	DIVISION DIRECTOR	ES-2	Executive	Private	EC		1	300	300	375	1	1	1	OFFICE		
	Justify: Requires private office due to supervisory level.				Remarks: Existing conventional furniture.												
	Flintstone, Pebbles	STAFF ANALYST	GM-15		Private	EE		1	128	128	160	1	1	1	OFFICE		
	Justify: Private office preferred (has one now)				Remarks: Existing conventional furniture.												
	Flintstone, Wilma	STAFF ANALYST	GM-15		Private	EE		1	128	128	160	1	1	1	OFFICE		
	Justify: Private office preferred (has one now)				Remarks: Existing conventional furniture.												
	Rubble, Barney	STAFF ANALYST	O-05		Private	EE		1	128	128	160	1	1	1	OFFICE		
	Justify: Private office preferred (has one now)				Remarks: Existing conventional furniture.												
	Rubble, Bam Bam	COMPUTER SCIENTIST	GS-13		Private	EE		1	128	128	160	1	1	1	OFFICE		
	Justify: Private office preferred (has one now)				Remarks: Existing conventional furniture.												
	Slate, Mrs.	SECRETARY	GS-07		Open	OC		1	59	59	84	1	1	1	OFFICE		
					Remarks: Existing conventional furniture.				Adjacent to: Suite entry								
	Slate, Mr.	CONTRACT ANALYST	CONTR		Open	OD	OC	1	46	59	84	1	1	1	OFFICE		
	Justify: Larger workstation for contractor requested on December 1450s				Remarks: Existing conventional furniture.												
	Personnel Space Subtotal									930	1,183						
SUPPORT SPACE																	
	Recpt./Waiting Area: 4 Seats				Open	RECPT-04		1	80	80	114	1	0	4	OFFICE		
										Adjacent to: Suite entry							
										Remarks: 10 visitors per day.							

## Space Requirements Detail Report for 10/01/1997

**PURDI**

## Pentagon User Requirements Database

RA Resource Analysis Directorate

## PERSONNEL SPACE

EA&RP Economic Analysis & Resource Planning Division

## PERSONNEL SPACE

OA&PP Operation Analysis & Procurement Planning Division

## PERSONNEL SPACE

## SUPPORT SPACE

## Space Requirements Detail Report for 10/01/1997

## Pentagon User Requirements Database

WSCAD Weapon Systems Cost Analysis Division

<b>Bear, Poo</b>	<b>DIVISION DIRECTOR</b>	<b>ES-1</b>	<b>Division Head</b>	<b>Private</b>	<b>EC</b>	<b>1</b>	<b>300</b>	<b>300</b>	<b>375</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>OFFICE</b>
<i>Justify: Requires private office due to supervisory position.</i>													
<b>Robin, Christopher</b>	<b>COST ANALYST</b>	<b>GS-15</b>		<b>Private</b>	<b>EE</b>	<b>1</b>	<b>128</b>	<b>128</b>	<b>160</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>OFFICE</b>
<i>Justify: Private office preferred</i>													
<b>Pig, Pigglet</b>	<b>COST ANALYST</b>	<b>O-05</b>		<b>Private</b>	<b>EE</b>	<b>1</b>	<b>128</b>	<b>128</b>	<b>160</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>OFFICE</b>
<i>Justify: Private office preferred</i>													
<b>Donkey, Eeyore</b>	<b>COST ANALYST</b>	<b>GS-14</b>		<b>Private</b>	<b>EE</b>	<b>1</b>	<b>128</b>	<b>128</b>	<b>160</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>OFFICE</b>
<i>Justify: Private office preferred</i>													
<b>Owl, Wise Old</b>	<b>COST ANALYST</b>	<b>O-04</b>		<b>Private</b>	<b>EE</b>	<b>1</b>	<b>128</b>	<b>128</b>	<b>160</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>OFFICE</b>
<i>Justify: Private office preferred</i>													
<b>Roo, Kanga</b>	<b>COST ANALYST</b>	<b>O-03</b>		<b>Open</b>	<b>OC</b>	<b>1</b>	<b>59</b>	<b>59</b>	<b>84</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>OFFICE</b>
<b>Tiger, Tigger</b>	<b>SECRETARY</b>	<b>GS-07</b>		<b>Private</b>	<b>EE</b>	<b>1</b>	<b>128</b>	<b>128</b>	<b>160</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>OFFICE</b>
<i>Justify: Private office preferred</i>											<i>Adjacent to: Suite entry</i>		

**Adjacent to: Suite entry**

<b>Personnel Space Subtotal</b>	<b>999</b>	<b>1,259</b>
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<b>Weapon Systems Cost Analysis Division Subtotal</b>	<b>999</b>	<b>1,259</b>
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## PERSONNEL SPACE

PERSONNEL SPACE													
Bunny, Bugs	DIRECTOR	GS-14	Division Head	Private	ED	1	175	175	219	1	1	1	OFFICE
Justify: Requires private office due to supervisory level and also for dealing with personnel issues.													
Fudd, Elmer	SECRETARY	GS-12		Open	OC	1	59	59	84	1	1	1	OFFICE
Adjacent to: Suite entry													
Duck, Daffy	ADMIN. OFFICER	GS-12		Private	EE	1	128	128	160	1	1	1	OFFICE
Justify: Requires a private office due to work on personnel issues				Remarks: Currently in open workstation									
								Personnel Space Subtotal		362		463	
								Support Services Subtotal		362		463	



OSD

Office of the Secretary of Defense

## Space Requirements Detail Report for 10/01/1997

PURDI

Pentagon User Requirements Database

Office of the Secretary of Defense																
Group	Employee Name	Title	Grade	Supervisor	Enclosure	Standard	Var.	Qty	NSF/Unit	NSF	OSF	Shared By	Assigned	Capacity	DOD Space Type	Special Construction
	Justify:				Remarks:								Adjacent To:			
DC&L Document Control and Library																
PERSONNEL SPACE																
	Gonzalez, Speedy	CHIEF, DC&L	O-06	Division Head	Private	ED		1	175	175	219	1	1	1	OFFICE	
	Justify: Required for personnel issues															
	Plg, Porky	SCRUB BUCKET	GS-14	Supervisor	Open	OB		1	77	77	110	1	1	1	OFFICE	
	Remarks: Position will be eliminated at end of fiscal year.															
	Sam, Yosemite	ADMIN. & SCTY. SPECIALIST	GS-12	Supervisor	Private	EE	PO-?	1	128	128	160	1	1	1	OFFICE	
	Justify: Special equipment space required															
	Bird, Tweety	COMPUTER SPECIALIST	GS-10		Open	OC		1	59	59	84	1	1	1	OFFICE	
	Adjacent to: This person works in the library															
	Lepew, Pepe	INFORMATION & DOC. ASST.	GS-08		Open	OC		1	59	59	84	1	1	1	OFFICE	
	Devil, Tasmanian	MANAGEMENT ASSISTANT	GS-07		Open	OC		1	59	59	84	1	1	1	OFFICE	
	Coyote, Willey	COMPUTER SPECIALIST	CONTR		Open	OD	OC	1	59	59	84	1	1	1	OFFICE	
	Justify: Special equipment - large monitor															
	Personnel Space Subtotal										616	825				
SUPPORT SPACE																
	LAN Room: Generic				Private	LAN-?		1	120	120	150	1	0	0	OFFICE	
	Conference Room: 16 Seats				Private	CONF-16		1	322	322	403	1	0	24	OFFICE	
	Recpt./Waiting Area: 8 Seats				Open	RECPT-08		1	160	160	229	1	0	8	OFFICE	
	Remarks: 15 visitors per day. Co-locate w/ copier area - it's used as a layout space.															
	Copier Space: Generic				Private	COPY-?		1	160	160	200	1	0	0	OFFICE	H E V
	Justify: The DC&L section operates a Copier Room that is shared by the PA&E staff and several nearby OSD offices. Although the room number is listed as 2D288, it is nevertheless located on the side of the walkway that is included in the Wedge I construction plans. Opened from approx. 7:30 am to 5:00 pm, Mon.-Fri., this copier provides much needed copying capability to a PA&E staff that is required to produce and distribute multiple copies of Program Budget Decision (PBDs) within minutes of those decisions being made by the Secretary of Defense. This copier provides a timely and valuable service to the PA&E staff. It is imperative that it is maintained. DC&L is responsible for the maintenance of this copier and for ordering and storing the necessary supplies. Thus, this copier room should remain in the Pentagon, and have the capacity to house not only the machine, but a substantial amount of supplies as well. Frequency of use is approx. 65-70 people per day.															
	Library Space: Generic				Private	LIB-?		1	400	400	500	1	0	0	OFFICE	
	Justify: The DC&L section maintains a research library for use by the PA&E Director and his staff. Materials on file include Planning, Programming, and Budgeting Systm (PPBS) documents; Future-Year Defense Program (FYDP) documents; DoD directives; annual Reports to the Congress; congressional hearings and committee reports; and PA&E studies. The library is located in an Open Storage Facility, as classified and unclassified reference material is maintained. Nine "X2 Speed Files" are used to index and store documents within this library. It is imperative not only that this library continue to be maintained, to render these essential services to the Director and his staff, but also that a Vaulted /Open															
	Remarks: Locate library away from copier and suite entry, but keep visible from workstations. Existing area is approx. 300 NSF and includes the STU-III booth, coffee bar and safes.															
	Adjacent to: Back of space															

## Space Requirements Detail Report for 10/01/1997

000001 / Sample Survey

OSD

## Space Requirements Detail Report for 10/01/1997

PURDI

Office of the Secretary of Defense

Pentagon User Requirements Database

Group	Employee Name Justify:	Title	Grade	Supervisor	Enclosure Remarks:	Standard	Var.	Qty	NSF/ Unit	NSF	OSF	Shared By	Assigned Adjacent To:	Capacity	DOD Space Type	Special Construction
<b>EQUIPMENT SPACE</b>																
		Copier (W/ Collator)			Open	COPY-CL		1	60	60	86				OFFICE	
													Adjacent to: Suite entry			
						Equipment Space Subtotal				60	86					
						Theater Assessments & Planning Directorate Subtotal				499	659					
<b>PF Projection Forces Division</b>																
<b>PERSONNEL SPACE</b>																
	Jetson, George	DIVISION DIRECTOR	ES-4	Division Head	Private	EC		1	300	300	375	1	1	1	OFFICE	
		Justify: Holds small meetings often											Adjacent to: Secretary			
	Jetson, Jane	DEFENSE ANALYST	O-06	Branch Head	Private	EE		1	128	128	160	1	1	1	OFFICE	
		Justify: Due to supervisory level														
	Jetson, Judy	DEFENSE ANALYST	GS-15		Private	EE		1	128	128	160	1	1	1	OFFICE	
		Justify: Prefers private office (has one now)														
	Jetson, Elroy	DEFENSE ANALYST	GS-14	Supervisor	Private	EE		1	128	128	160	1	1	1	OFFICE	
		Justify: Personnel issues														
	Jetson, Astro	SECRETARY	GS-07		Open	OC		1	59	59	84	1	1	1	OFFICE	
													Adjacent to: Suite entry			
						Personnel Space Subtotal				743	939					
<b>SUPPORT SPACE</b>																
		Team Space: 12 Seats			Open	TEAM-12		1	260	260	371	1	0	12	OFFICE	
		Recpt./Waiting Area: 4 Seats			Open	RECPT-04		1	80	80	114	1	0	4	OFFICE	
		Justify: 5 visitors per day. Current reception area shared											Adjacent to: Suite entry			
						Support Space Subtotal				340	485					
						Projection Forces Division Subtotal				1,083	1,424					
						Sample Survey Grand Totals:				9,239	11,831					

OSD

Office of the Secretary of Defense

## Summary Personnel Report

PURDI

Pentagon User Requirements Database

Office of the Secretary of Defense											Staff Count				
Group	Group Name									Organizational Level	FY/98	FY/99	FY/00	FY/01	FY/02
	Defense Component	1st	2nd	3rd	4th	5th	6th	7th	8th						
EDITOR										Editor	1	1	1	1	1
GPP										General Purpose Programs Directorate	2	2	2	2	2
NF										Naval Forces Division	7	7	7	7	7
RA										Resource Analysis Directorate	2	2	2	2	2
EA&RP										Economic Analysis & Resource Planning Division	6	6	6	6	6
OA&PP										Operation Analysis & Procurement Planning Division	2	2	2	2	2
WSCAD										Weapon Systems Cost Analysis Division	7	7	7	7	7
SS										Support Services	3	3	3	3	3
DC&L										Document Control and Library	7	7	7	7	7
TA&P										Theater Assessments & Planning Directorate	2	2	2	2	2
PF										Projection Forces Division	5	5	5	5	5
Sample Survey Grand Totals:											44	44	44	44	44

# OSD Detailed Personnel Report

PURDI

Office of the Secretary of Defense

Pentagon User Requirements Database

Office of the Secretary of Defense

Group	Position Title	Position Number	Employee Name	Emp Affili	Grade	Supervisory Level	Staff Count					Location	Telephone
							FY/98	FY/99	FY/00	FY/01	FY/02		
EDITOR Editor													
	Editor	123456789	Mcgruff, Ruff		GS-15	Supervisor	1	1	1	1	1	PW1 2D321	(703) 555-5555
	Existing conventional furniture.												
	Group EDITOR Subtotal						1	1	1	1	1		
GPP General Purpose Programs Directorate													
	Deputy Director	24680	Bear, Yogi		ES-2	Executive	1	1	1	1	1	PW1 2E330	(703) 555-5555
	Existing conventional furniture.												
	Secretary	13579	Bear, Booboo		GS-08		1	1	1	1	1	PW1 2E330	(703) 555-5555
	Existing conventional furniture.												
	Group GPP Subtotal						2	2	2	2	2		
NF Naval Forces Division													
	Division Director	12345	Flintstone, Fred		ES-2	Executive	1	1	1	1	1	PW1 2D312	(703) 555-5555
	Existing conventional furniture.												
	Staff Analyst	98760	Flintstone, Pebbles		GM-15		1	1	1	1	1	PW1 2D312	(703) 555-5555
	Existing conventional furniture.												
	Staff Analyst	67890	Flintstone, Wilma		GM-15		1	1	1	1	1	PW1 2D312	(703) 555-5555
	Existing conventional furniture.												
	Staff Analyst	54321	Rubble, Barney		O-05		1	1	1	1	1	PW1 2D312	(703) 555-5555
	Existing conventional furniture.												
	Computer Scientist	97531	Rubble, Bam Bam		GS-13		1	1	1	1	1	PW1 2D312	(703) 555-5555
	Existing conventional furniture.												
	Secretary		Slate, Mrs.		GS-07		1	1	1	1	1	PW1 2D312	(703) 555-5555
	Existing conventional furniture.												
	Contract Analyst		Slate, Mr.		CONTR		1	1	1	1	1	PW1 2D312	(703) 555-5555
	Existing conventional furniture.												
	Group NF Subtotal						7	7	7	7	7		
RA Resource Analysis Directorate													
	Deputy Director	121212	Iam, Sam		ES-5	Executive Assistant	1	1	1	1	1	PW1 2E313	(703) 555-4444
	Existing conventional furniture.												
	Secretary	343434	Snowman, Frosty		GS-08		1	1	1	1	1	PW1 2E313	(703) 555-4444
	Existing conventional furniture.												
	Group RA Subtotal						2	2	2	2	2		
EA&RP Economic Analysis & Resource Planning Division													
	Director	32476	Xavier, Professor		ES-4	Division Head	1	1	1	1	1	PW1 2E311	(703) 555-6666
	Existing conventional furniture												

OSD

Office of the Secretary of Defense

## Detailed Personnel Report

PURDI

Pentagon User Requirements Database

Office of the Secretary of Defense							Staff Count						
Group	Position Title	Position Number	Employee Name	Emp Affili	Grade	Supervisory Level	FY/98	FY/99	FY/00	FY/01	FY/02	Location	Telephone
EA&RP Economic Analysis & Resource Planning Division													
	Oper. Research Analyst	09867	Drake, Bobby (Iceman)		GS-15		1	1	1	1	1	PW1 2E311	(703) 555-6666
	Existing system furniture (tall panels w/door)												
	Oper. Research Analyst	587943	Mccoy, Hank (beast)		GS-15		1	1	1	1	1	PW1 2E311	(703) 555-6666
	Existing systems furniture (tall panels w/ door)												
	Oper. Research Analyst	240831	Frost, Emma (queen)		GS-13		1	1	1	1	1	PW1 2E311	(703) 555-6666
	Existing system furniture (tall panels w/ door)												
	Oper. Research Analyst		Vacant,		GS-12		1	1	1	1	1	PW1 2E311	(703) 555-6666
	New position												
	Secretary	568039	Braddock, Liz (psylocke)		GS-07		1	1	1	1	1	PW1 2E311	
	Existing systems furniture												
Group EA&RP Subtotal							6	6	6	6	6		
OA&PP Operation Analysis & Procurement Planning Division													
	Sr. Analyst	487903	Creed, Victor (sabretooth)		GS-15	Supervisor	1	1	1	1	1	PW1 2D322	(703) 555-9999
	Existing conventional furniture												
	Ops. Analyst	217803	Guthrie, Sam (cannonball)		O-04	Supervisor	1	1	1	1	1	PW1 2D322	(703) 555-9999
	Existing conventional furniture												
Group OA&PP Subtotal							2	2	2	2	2		
WSCAD Weapon Systems Cost Analysis Division													
	Division Director		Bear, Poo		ES-1	Division Head	1	1	1	1	1	PW1 2C310	(703) 555-1111
	Cost Analyst		Robin, Christopher		GS-15		1	1	1	1	1	PW1 2C310	(703) 555-1111
	Cost Analyst		Pig, Pigglet		O-05		1	1	1	1	1	PW1 2C310	(703) 555-1111
	Cost Analyst		Donkey, Eeyore		GS-14		1	1	1	1	1	PW1 2C310	(703) 555-1111
	Cost Analyst		Owl, Wise Old		O-04		1	1	1	1	1	PW1 2C310	(703) 555-1111
	Cost Analyst		Roo, Kanga		O-03		1	1	1	1	1	PW1 2C310	(703) 555-1111
	Secretary		Tiger, Tigger		GS-07		1	1	1	1	1	PW1 2C310	(703) 555-1111
Group WSCAD Subtotal							7	7	7	7	7		
SS Support Services													
	Director	465898	Bunny, Bugs		GS-14	Division Head	1	1	1	1	1	PW1 2D321	(703) 555-7777
	Secretary	83867	Fudd, Elmer		GS-12		1	1	1	1	1	PW1 2D321	(703) 555-7777
	Admin. Officer	12987	Duck, Daffy		GS-12		1	1	1	1	1	PW1 2D321	(703) 555-7777
	Currently in open workstation												
Group SS Subtotal							3	3	3	3	3		

OSD Detailed Personnel Report

PURDI

Office of the Secretary of Defense

Pentagon User Requirements Database

Group	Position Title	Position Number	Employee Name	Emp Affili	Grade	Supervisory Level	Staff Count					Location	Telephone
							FY/98	FY/99	FY/00	FY/01	FY/02		
DC&L Document Control and Library													
	Chief, Dc&I	11111	Gonzalez, Speedy		O-06	Division Head	1	1	1	1	1	PW1 2E313	(703) 555-9999
	Scrub Bucket	22222	Pig, Porky		GS-14	Supervisor	1	1	1	1	1	PW1 2E313	(703) 555-9999
	Position will be eliminated at end of fiscal year.												
	Admin. & Scty. Specialist	33333	Sam, Yosemite		GS-12	Supervisor	1	1	1	1	1	PW1 2E313	(703) 555-9999
	Computer Specialist	88888	Bird, Tweety		GS-10		1	1	1	1	1	PW1 2E313	(703) 555-9999
	Information & Doc. Asst.	44444	Lepew, Pepe		GS-08		1	1	1	1	1	PW1 2E313	(703) 555-9999
	Management Assistant	55555	Devil, Tasmanian		GS-07		1	1	1	1	1	PW1 2E313	(703) 555-9999
	Computer Specialist	66666	Coyote, Wiley		CONTR		1	1	1	1	1	PW1 2E313	(703) 555-9999
						Group DC&L Subtotal	7	7	7	7	7		
TA&P Theater Assessments & Planning Directorate													
	Deputy Director		Cat, Tom		ES-4	Executive	1	1	1	1	1	PW1 2E330	(703) 555-8888
	Secretary		Mouse, Jerry		GS-08		1	1	1	1	1	PW1 2E330	(703) 555-8888
						Group TA&P Subtotal	2	2	2	2	2		
PF Projection Forces Division													
	Division Director		Jetson, George		ES-4	Division Head	1	1	1	1	1	PW1 2E326	(703) 555-1234
	Defense Analyst		Jetson, Jane		O-06	Branch Head	1	1	1	1	1	PW1 2E326	(703) 555-1234
	Defense Analyst		Jetson, Judy		GS-15		1	1	1	1	1	PW1 2E326	(703) 555-1234
	Defense Analyst		Jetson, Elroy		GS-14	Supervisor	1	1	1	1	1	PW1 2E326	(703) 555-1234
	Secretary		Jetson, Astro		GS-07		1	1	1	1	1	PW1 2E326	(703) 555-1234
						Group PF Subtotal	5	5	5	5	5		
Sample Survey Grand Totals:							44	44	44	44	44		

OSD

## Summary Furniture &amp; Equipment Inventory Report

PURDI

Office of the Secretary of Defense

Pentagon User Requirements Database

## Group

## Equipment Forecasting

Item Code Description

FY/98 FY/99 FY/00 FY/01 FY/02

## EDITOR Editor

## ADP Computer Equipment

WS	Workstation	1	1	1	1	1
PTR	Printer	1	1	1	1	1
SVR	Server	1	1	1	1	1

## Office Furniture &amp; Files

B-BC05	Bookcase, 5 Shelves	1	1	1	1	1
C-CH10	Chair, Desk	1	1	1	1	1
C-CH40	Chair, Side	1	1	1	1	1
M-DICT	Dictionary Stand	1	1	1	1	1
M-COAT	Coat Rack	1	1	1	1	1
T-48D	Table, 48" Round	1	1	1	1	1
F-VGS5	File, Vertical Safe, Legal, 5	1	1	1	1	1
T-END	Table, End	1	1	1	1	1

## Office Equipment

MW	Microwave Oven	1	1	1	1	1
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## Voice Communications Equipment

BLKPHO	Black Telephone	1	1	1	1	1
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Subtotal	13	13	13	13	13
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## GPP General Purpose Programs Directorate

## ADP Computer Equipment

WS	Workstation	2	2	2	2	2
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## Office Furniture &amp; Files

C-CH40	Chair, Side	1	1	1	1	1
D-DK10	Desk, Single Pedestal	1	1	1	1	1
T-GEN-7	Table: Generic	1	1	1	1	1

Subtotal	5	5	5	5	5
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## NF Naval Forces Division

## Data Communications Equipment

HUB	Concentrator	1	1	1	1	1
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OSD

## Summary Furniture &amp; Equipment Inventory Report

PURDI

Office of the Secretary of Defense

Pentagon User Requirements Database

Group		Equipment Forecasting				
Item Code	Description	FY/98	FY/99	FY/00	FY/01	FY/02
<i>Office Furniture &amp; Files</i>						
T-COM-?	Table, Computer: Generic	1	1	1	1	1
M-VALET3	Valet Rack, 30"w X 20"d	1	1	1	1	1
T-GEN-?	Table: Generic	1	1	1	1	1
T-END	Table, End	1	1	1	1	1
M-COAT	Coat Rack	1	1	1	1	1
M-MAGZ	Magazine Rack	1	1	1	1	1
Subtotal		7	7	7	7	7

## RA Resource Analysis Directorate

*Office Furniture & Files*

R-CR60	Credenza (60")	1	1	1	1	1
D-DK30	Desk, W/ Right Return	1	1	1	1	1
C-CH73	Sofa, 3 Seats	1	1	1	1	1
Subtotal		3	3	3	3	3

## EA&amp;RP Economic Analysis &amp; Resource Planning Division

*Office Furniture & Files*

F-VGS5	File, Vertical Safe, Legal, 5	1	1	1	1	1
C-CH10	Chair, Desk	1	1	1	1	1
F-LN536	File, Lateral, 5 Dr., 36"w	1	1	1	1	1
T-3445R	Table, 34"w X 45"d, Rect.	1	1	1	1	1
R-CR60	Credenza (60")	1	1	1	1	1
C-CH10	Chair, Desk	1	1	1	1	1
T-3672R	Table, 36"w X 72"d, Rect.	1	1	1	1	1
M-COAT	Coat Rack	1	1	1	1	1
C-CH40	Chair, Side	1	1	1	1	1

*Office Equipment*

REF-U	Refrigerator, Under Counter	1	1	1	1	1
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*Voice Communications Equipment*

STU	Secure Telephone Unit	1	1	1	1	1
Subtotal		11	11	11	11	11

## WSCAD Weapon Systems Cost Analysis Division

OSD

## Summary Furniture &amp; Equipment Inventory Report

PURDI

Office of the Secretary of Defense

Pentagon User Requirements Database

Group		Equipment Forecasting				
Item Code	Description	FY/98	FY/99	FY/00	FY/01	FY/02
<i>ADP Computer Equipment</i>						
PTR	Printer	1	1	1	1	1
<i>Data Communications Equipment</i>						
HUB	Concentrator	1	1	1	1	1
<i>Office Furniture &amp; Files</i>						
F-VGS5	File, Vertical Safe, Legal, 5	5	5	5	5	5
C-CH30	Chair, Conference	1	1	1	1	1
R-CR72	Credenza (72")	1	1	1	1	1
F-VGS5	File, Vertical Safe, Legal, 5	1	1	1	1	1
C-CH72	Sofa, 2 Seats	1	1	1	1	1
T-2436R	Table, 24"w X 36"d, Rect.	1	1	1	1	1
C-CH40	Chair, Side	1	1	1	1	1
Subtotal		13	13	13	13	13
<b>SS Support Services</b>						
<i>ADP Computer Equipment</i>						
WS	Workstation	1	1	1	1	1
PTR	Printer	1	1	1	1	1
WS	Workstation	2	2	2	2	2
<i>Systems Furniture Components</i>						
WK-L-T	Wkstn, L-shape W/ Trans. Top	1	1	1	1	1
WK-S	Wkstn, Straight Run	1	1	1	1	1
WK-L-A	Wkstn, L-shape W/ Corner Wksf	1	1	1	1	1
<i>Office Furniture &amp; Files</i>						
C-CH40	Chair, Side	2	2	2	2	2
T-1426R	Table, 14"w X 26"d, Rect.	1	1	1	1	1
B-BC05	Bookcase, 5 Shelves	1	1	1	1	1
T-36D	Table, 36" Round	1	1	1	1	1
C-CH10	Chair, Desk	1	1	1	1	1
<i>Voice Communications Equipment</i>						
BLKPHO	Black Telephone	3	3	3	3	3
Subtotal		16	16	16	16	16

OSD

## Summary Furniture &amp; Equipment Inventory Report

PURDI

Office of the Secretary of Defense

Pentagon User Requirements Database

## Group

## Equipment Forecasting

Item Code Description

FY/98 FY/99 FY/00 FY/01 FY/02

## DC&amp;L Document Control and Library

## ADP Computer Equipment

ADP-EQ-?	Computer Equipment: Generic	2	2	2	2	2
PTR-STN	Printer Station	1	1	1	1	1
PTR	Printer	1	1	1	1	1
WS	Workstation	1	1	1	1	1
SVR	Server	1	1	1	1	1
PTR	Printer	1	1	1	1	1

## Systems Furniture Components

WK-S	Wkstn, Straight Run	3	3	3	3	3
WK-U-A	Wkstn, U-shape W/ Corner Wksf	1	1	1	1	1

## Electrical Equipment

ELEC-?	Electrical Equipment: Generic	1	1	1	1	1
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## Office Furniture &amp; Files

C-CH40	Chair, Side	2	2	2	2	2
C-CH73	Sofa, 3 Seats	1	1	1	1	1
S-SC-?	Storage Cabinet: Generic	1	1	1	1	1
D-DK70	Desk, Table	1	1	1	1	1
C-CH10	Chair, Desk	1	1	1	1	1
F-X2	File, X's 2, Cabinet	1	1	1	1	1
C-CH20	Chair, Executive Desk	1	1	1	1	1
C-CH40	Chair, Side	1	1	1	1	1

## Office Equipment

FAX-STN	Fax Station	1	1	1	1	1
COPY-CL	Copier (w/ Collator)	1	1	1	1	1

## Voice Communications Equipment

STU	Secure Telephone Unit	1	1	1	1	1
-----	-----------------------	---	---	---	---	---

Subtotal		24	24	24	24	24
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## TA&amp;P Theater Assessments &amp; Planning Directorate

## ADP Computer Equipment

WS	Workstation	2	2	2	2	2
----	-------------	---	---	---	---	---

OSD

## Summary Furniture &amp; Equipment Inventory Report

PURDI

Office of the Secretary of Defense

Pentagon User Requirements Database

## Group

## Equipment Forecasting

Item Code	Description	FY/98	FY/99	FY/00	FY/01	FY/02
-----------	-------------	-------	-------	-------	-------	-------

## Office Furniture &amp; Files

C-CH60	Chair, Lounge	2	2	2	2	2
D-DK30	Desk, W/ Right Return	1	1	1	1	1

## Office Equipment

COPY-CL	Copier (w/ Collator)	1	1	1	1	1
---------	----------------------	---	---	---	---	---

Subtotal	6	6	6	6	6
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Grand Totals:	98	98	98	98	98
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OSD

## Detail Furniture &amp; Equipment Inventory Report

PURDI

Office of the Secretary of Defense

Pentagon User Requirements Database

Group Location	Space Name	Class	Item Code	Description	Equipment Forecasting					Manufacturer + Model	Depth	Width	Height	Asset Number
					FY/98	FY/99	FY/00	FY/01	FY/02					
Power:		Color:		Remarks:										
EDITOR Editor														
PW1 2D321	Mcgruff, Ruff	A	PTR	Printer	1	1	1	1	1	QMS PS 800				
		Existing conventional furniture.												
		A	SVR	Server	1	1	1	1	1	EVEREX 386				
		Existing conventional furniture.												
		A	WS	Workstation	1	1	1	1	1	EVEREX ?				
		Existing conventional furniture. / Computer equipment is part of workstation.												
		F	B-BC05	Bookcase, 5 Shelves	1	1	1	1	1	- Wood				
Existing conventional furniture.														
F	C-CH10	Chair, Desk	1	1	1	1	1	?	Metal & Fabric					
Existing conventional furniture.														
F	C-CH40	Chair, Side	1	1	1	1	1	?	Wood					
Existing conventional furniture.														
T	BLKPHO	Black Telephone	1	1	1	1	1	1	MERLIN II BIS-34					
Existing conventional furniture.														
PW1 2E330	Conference Room: 6 Seats	F	F-VGS5	File, Vertical Safe, Legal, 5	1	1	1	1	1	?	Metal			
		F	M-COAT	Coat Rack	1	1	1	1	1	?	Wood			
		F	M-DICT	Dictionary Stand	1	1	1	1	1	?	Wood			
		F	T-48D	Table, 48" Round	1	1	1	1	1	?	Wood			
		F	T-END	Table, End	1	1	1	1	1	?	Wood			
		O	MW	Microwave Oven	1	1	1	1	1	?	?			
EDITOR Subtotal:					13	13	13	13	13					
GPP General Purpose Programs Directorate														
Bear, Yogi		A	WS	Workstation	1	1	1	1	1	EVEREX ?				
		Existing conventional furniture.												
		F	C-CH40	Chair, Side	1	1	1	1	1	?	Wood & Leather			
		Existing conventional furniture.												
		F	D-DK10	Desk, Single Pedestal	1	1	1	1	1	?	Wood			
Existing conventional furniture.														
F	T-GEN-?	Table: Generic	1	1	1	1	1	1	?	?				
Existing conventional furniture.														
Bear, Booboo		A	WS	Workstation	1	1	1	1	1	EVEREX ?				
		Existing conventional furniture.												
GPP Subtotal:					5	5	5	5	5					

OSD

## Detail Furniture &amp; Equipment Inventory Report

PURDI

Office of the Secretary of Defense

Pentagon User Requirements Database

Group Location	Space Name  Power:	Class	Item Code	Description  Color:	Equipment Forecasting					Manufacturer + Model  Remarks:	Depth	Width	Height	Asset Number
					FY/98	FY/99	FY/00	FY/01	FY/02					
NF Naval Forces Division														
PW1 2D312	Flintstone, Fred	F	M-COAT	Coat Rack	1	1	1	1	1	? Wood				
										Existing conventional furniture.				
		F	M-MAGZ	Magazine Rack	1	1	1	1	1	? ?				
										Existing conventional furniture.				
	F	M-VALET3	Valet Rack, 30"w X 20"d	1	1	1	1	1	? Metal					
									Existing conventional furniture.					
	F	T-END	Table, End	1	1	1	1	1	? ?					
									Existing conventional furniture.					
	Rubble, Bam Bam	D	HUB	Concentrator	1	1	1	1	1	SYNOPTICS 3030				
									Existing conventional furniture.					
F		T-COM-7	Table, Computer: Generic	1	1	1	1	1	? ?					
									Existing conventional furniture.					
		F	T-GEN-7	Table: Generic	1	1	1	1	1	? Small				
										Existing conventional furniture.				
		NF Subtotal:			7	7	7	7	7					
RA Resource Analysis Directorate														
PW1 2E313	Snowman, Frosty	F	C-CH73	Sofa, 3 Seats	1	1	1	1	1	? Leather				
										Existing conventional furniture.				
		F	D-DK30	Desk, W/ Right Return	1	1	1	1	1	? Wood				
									Existing conventional furniture.					
		F	R-CR60	Credenza (60")	1	1	1	1	1	? Wood				
										Existing conventional furniture.				
		RA Subtotal:			3	3	3	3	3					
EA&RP Economic Analysis & Resource Planning Division														
PW1 2E311	Drake, Bobby (Iceman)	F	F-VGS5	File, Vertical Safe, Legal, 5	1	1	1	1	1	? Metal				
										Existing system furniture (tall panels w/door)				
		F	R-CR60	Credenza (60")	1	1	1	1	1	? ?				
									Existing system furniture (tall panels w/door)					
	F	T-3445R	Table, 34"w X 45"d, Rect.	1	1	1	1	1	? ?					
									Existing system furniture (tall panels w/door)					
	Mccoy, Hank (beast)	F	C-CH10	Chair, Desk	1	1	1	1	1	? ?				
									Existing systems furniture (tall panels w/ door)					
F		F-LN538	File, Lateral, 5 Dr., 36"w	1	1	1	1	1	? Metal					
									Existing systems furniture (tall panels w/ door)					

OSD

## Detail Furniture &amp; Equipment Inventory Report

PURDI

Office of the Secretary of Defense

Pentagon User Requirements Database

Group Location	Space Name Power:	Class	Item Code	Description Color:	Equipment Forecasting					Manufacturer + Model Remarks:	Depth	Width	Height	Asset Number
					FY/98	FY/99	FY/00	FY/01	FY/02					
EA&RP Economic Analysis & Resource Planning Division														
		T	STU	Secure Telephone Unit	1	1	1	1	1	? ?	Existing systems furniture (tall panels w/ door)			
	Frost, Emma (queen)	F	C-CH10	Chair, Desk	1	1	1	1	1	? ?	Existing system furniture (tall panels w/ door)			
	Braddock, Liz (psylocke)	O	REF-U	Rofrigerator, Under Counter	1	1	1	1	1	? ?	Existing systems furniture			
PW1 E311	Xavler, Professor	F	C-CH40	Chair, Side	1	1	1	1	1	? Wood & Fabric	Existing conventional furniture			
		F	M-COAT	Coat Rack	1	1	1	1	1	? Wood	Existing conventional furniture			
		F	T-3672R	Table, 36"w X 72"d, Rect.	1	1	1	1	1	? Wood	Existing conventional furniture			
EA&RP Subtotal:					11	11	11	11	11					
WSCAD Weapon Systems Cost Analysis Division														
PW1 2C310	Bear, Poo	A	PTR	Printer	1	1	1	1	1	QMS 810	Existing conventional furniture			
		D	HUB	Concentrator	1	1	1	1	1	SYNOPTICS 3000				
		F	F-VGS5	File, Vertical Safe, Legal, 5	1	1	1	1	1	? Metal				
	Robln, Christopher	F	C-CH40	Chair, Side	1	1	1	1	1	? Wood & Fabric	Existing systems furniture (tall panels w/ door). If systems workstation, prefer bullet type desk w/ max wall storage. Does not want workstation w/ back facing door.			
		F	C-CH72	Sofa, 2 Seats	1	1	1	1	1	? Fabric				
		F	F-VGS5	File, Vertical Safe, Legal, 5	1	1	1	1	1	? metal				
		F	R-CR72	Credenza (72")	1	1	1	1	1	? wood				
	Pig, Pigglet	F	F-VGS5	File, Vertical Safe, Legal, 5	2	2	2	2	2	? Metal				
	Donkey, Eeyore	F	F-VGS5	File, Vertical Safe, Legal, 5	2	2	2	2	2	? Metal				
	Owl, Wise Old	F	C-CH30	Chair, Conference	1	1	1	1	1	? Metal & Fabric				
		F	T-2436R	Table, 24"w X 36"d, Rect.	1	1	1	1	1	? ?				
WSCAD Subtotal:					13	13	13	13	13					
SS Support Services														
PW1 2D321	Bunny, Bugs	A	WS	Workstation	1	1	1	1	1	EVEREX ?	Existing conventional furniture			
		C	WK-L-A	Wkstn, L-shape W/ Corner Wksf	1	1	1	1	1	WESTINGHOUSE ?	Existing			

OSD

Office of the Secretary of Defense

## Detail Furniture &amp; Equipment Inventory Report

PURDI

Pentagon User Requirements Database

Group Location					Equipment Forecasting					Manufacturer + Model		Depth	Width	Height	Asset Number
Space Name		Class	Item Code	Description	FY/98	FY/99	FY/00	FY/01	FY/02	Remarks:					
Power:				Color:											
SS Support Services															
		F	B-BC05	Bookcase, 5 Shelves	1	1	1	1	1	? Wood					
		F	C-CH10	Chair, Desk	1	1	1	1	1	? Metal & fabric					
		F	C-CH40	Chair, Side	2	2	2	2	2	? Wood & fabric					
		F	T-36D	Table, 36" Round	1	1	1	1	1	? Wood					
		T	BLKPHO	Black Telephone	1	1	1	1	1	MERLIN II BIS-34					
	Duck, Daffy	A	PTR	Printer	1	1	1	1	1	QMS 810					
										Currently in open workstation					
		A	WS	Workstation	1	1	1	1	1	EVEREX ?					
										Currently in open workstation / Existing systems furniture					
		C	WK-L-T	Wkstn, L-shape W/ Trans. Top	1	1	1	1	1	WESTINGHOUSE ?					
										Currently in open workstation / Existing systems furniture					
		F	T-1426R	Table, 14"w X 26"d, Rect.	1	1	1	1	1	? ?					
										Currently in open workstation					
		T	BLKPHO	Black Telephone	1	1	1	1	1	MERLIN II BIS-34					
										Currently in open workstation					
	Fudd, Elmer	A	WS	Workstation	1	1	1	1	1	EVEREX ?					
										Existing systems furniture					
		C	WK-S	Wkstn, Straight Run	1	1	1	1	1	WESTINGHOUSE ?					
										Existing					
		T	BLKPHO	Black Telephone	1	1	1	1	1	MERLIN II BIS-34					
		SS Subtotal:			16	16	16	16	16						
DC&L Document Control and Library															
PW1 2D288	Copier Space: Generic	O	COPY-CL	Copier (w/ Collator)	1	1	1	1	1	XEROX 5052					
		O	FAX-STN	Fax Station	1	1	1	1	1	PANASONIC UF 766					
		T	STU	Secure Telephone Unit	1	1	1	1	1	AT&T STU-III					
	Mail Room: Generic	C	WK-S	Wkstn, Straight Run	1	1	1	1	1	WESTINGHOUSE ?					
										Existing area 72 NSF. DC&L makes 5 to 6 mail deliveries per day. Individuals may pick up their own mail.					
	Library Space: Generic	C	WK-S	Wkstn, Straight Run	1	1	1	1	1	WESTINGHOUSE ?					
										Locate library away from copier and suite entry, but keep visible from workstations.					
										Existing area is approx. 300 NSF and includes the STU-III booth, coffee bar and safes.					
PW1 2E313	Printer Station	A	PTR-STN	Printer Station	1	1	1	1	1	HEWLETT PACKARD HP 4000		3.0"	2.0"	4.0"	123456
	Power: 100-115V; 50-60Hz; 7.6A			Color: Beige											
	Electrical Equipment: Generic	E	ELEC-?	Electrical Equipment: Generic	1	1	1	1	1	? ?					
	Computer Equipment: Generic	A	ADP-EQ-?	Computer Equipment: Generic	2	2	2	2	2	? ?					



OSD

## Detail Furniture &amp; Equipment Inventory Report

PURDI

Office of the Secretary of Defense

Pentagon User Requirements Database

Group Location	Space Name  Power:	Class	Item Code	Description  Color:	Equipment Forecasting					Manufacturer + Model  Remarks:	Depth	Width	Height	Asset Number
					FY/98	FY/99	FY/00	FY/01	FY/02					
DC&L Document Control and Library														
	Gonzalez, Speedy	F	C-CH20	Chair, Executive Desk	1	1	1	1	1	? ?				
		F	C-CH40	Chair, Side	1	1	1	1	1	? ?				
		F	D-DK70	Desk, Table	1	1	1	1	1	?				
	Pig, Porky	C	WK-S	Wkstn, Straight Run	1	1	1	1	1	WESTINGHOUSE ?				
										Position will be eliminated at end of fiscal year.				
		F	C-CH10	Chair, Desk	1	1	1	1	1	? ?				
										Position will be eliminated at end of fiscal year.				
		F	F-X2	File, X's 2, Cabinet	1	1	1	1	1	? metal				
										Position will be eliminated at end of fiscal year.				
	Lepew, Pepe	A	PTR	Printer	1	1	1	1	1	QMS 810				
		A	PTR	Printer	1	1	1	1	1	ALPS P20006				
		A	SVR	Server	1	1	1	1	1	UNITEC 486				
		A	WS	Workstation	1	1	1	1	1	EVEREX ?				
		C	WK-U-A	Wkstn, U-shape W/ Corner Wksf	1	1	1	1	1	WESTINGHOUSE ?				
										existing systems furniture				
	Recpt./waiting Area: 8 Seats	F	C-CH40	Chair, Side	2	2	2	2	2	? ?				
										15 visitors per day. Co-locate w/ copier area - it's used as a layout space.				
		F	C-CH73	Sofa, 3 Seats	1	1	1	1	1	? ?				
										15 visitors per day. Co-locate w/ copier area - it's used as a layout space.				
	Storage Space: Generic	F	S-SC-?	Storage Cabinet: Generic Color: Black	1	1	1	1	1	HON H32567BR	24.0"	48.0"	60.0"	3774362
										Used to store miscellaneous equipment for all of PA&E.				
DC&L Subtotal:					24	24	24	24	24					
TA&P Theater Assessments & Planning Directorate														
PW1 2E330	Copier (w/ Collator)	O	COPY-CL	Copier (w/ Collator)	1	1	1	1	1	XEROX ?				
	Cat, Tom	A	WS	Workstation	1	1	1	1	1	EVEREX				
										Existing systems furniture				
		F	D-DK30	Desk, W/ Right Return	1	1	1	1	1	? wood				
										Existing conventional furniture				
	Mouse, Jerry	A	WS	Workstation	1	1	1	1	1	EVEREX ?				
										Existing systems furniture				
	Recpt./waiting Area: 4 Seats	F	C-CH60	Chair, Lounge	2	2	2	2	2	? ?				
TA&P Subtotal:					6	6	6	6	6					
Sample Survey Grand Totals:					98	98	98	98	98					

<b>DOD SPACE REQUIREMENTS DATA</b> <b>PART 1 - SUMMARY</b> (SEE INSTRUCTIONS ON REVERSE SIDE)		DATE May 12, 1999	PAGE NO. page 1	NO. OF PAGES 1 page(s)
GROUP ACRONYM C	GROUP NAME Document Control and Library	PREPARED BY Bovie, Jill		
DEFENSE COMPONENT OSD	REPORTS TO COMPT/PA&E/ISS/DC&L	APPROVED Lopez, Mario		

#### A - SUMMARY

PERSONNEL			NON-SUPERVISORY	SUPERVISORY	SPACE				
a	b	c	d	e	a	PRESENT SQUARE FEET		REQUIRED SQUARE FEET	
AUTHORIZED		TOTAL IN PRIVATE AND OPEN OFFICE TYPE SPACE			TYPE OF SPACE	NET SQ. FT. (NSF) a	OCCUPIABLE SQ. FT. (OSF) b	NET SQ. FT. (NSF) c	OCCUPIABLE SQ. FT. (OSF) d
VACANT BILLETS	( 0 )	E 1-7, GS 1-7, GM 1-7	( 1 )	( )	OFFICE TYPE SPACE			2209	2851
ON BOARD, PAYROLL	( 6 )	E 8 AND 9, GS 8 AND 9, GM 8 AND 9	( 1 )	( )	PRIVATE WORK STATIONS	( )		( 303 )	( 379 )
ON BOARD, NON-PAYROLL	1	O 1-6, GS 10-15, GM 10-15, WO	( 1 )	( 3 )	OPEN WORK STATIONS	( )		( 313 )	( 446 )
TOTAL	7	O 7-10, SES 1-6, EX 5-1	( )	( )	UNIT EQUIPMENT	( )		( 31 )	( 44 )
INDEXES (For OSD Use Only)			( )	( )	ADMINISTRATIVE SUPPORT	( )		( 1562 )	( 1982 )
PRESENT OFFICE USE INDEX			( )	( )	STORAGE AND SPECIAL TYPE SPACE			250	313
OFFICE USE INDEX, GSA ALLOWANCE			( )	( )	TOTAL			2459	3164
OFFICE USE INDEX, DOD ALLOWANCE			( )	( )					
GOVERNMENT NON-DEFINED AND WG			( )	( )					
CONTRACTORS			( 1 )	( )					
STORAGE INDEX									
TOTAL IN SUPPORT & SPECIAL SPACE									
SPECIAL TYPE INDEX									
TOTAL PERSONNEL			4	3					

#### B - GENERAL

##### 1. MISSION - THIS UNIT IS GENERALLY RESPONSIBLE FOR:

The Document Control & Library (DC&L) section provides a wide range of services to the PA&E Director and staff including correspondence control, library, reference and research, security, mail distribution/delivery, and facility and property management. In addition, the DC&L section provides administrative support for DoD's Planning, Programming and Budgeting System process including printing & controlling those documents.

##### 2. STATEMENT ON FEASIBILITY OF RELOCATION (DOD directive 5305.2):

This relocation is being directed by the Pentagon Renovation Coordination Office.

##### 3. ADDITIONAL FACTORS - THE FOLLOWING ADDITIONAL FACTORS SHOULD BE CONSIDERED IN DETERMINING THE SPACE REQUIREMENTS OF THIS UNIT :

The DC&L section houses one of the Department's most extensive and important collections of DoD program and resource decision reference material. The material is frequently referenced by staff members of other OSD offices and services. Because of the critical nature of the mail room and library to the day to day operations of the PA&E Director and staff and the necessity for easy access to library materials by OSD and service staff, it is imperative that the office be located in the Pentagon. The DC&L section is currently housed in an alarmed facility which is approved for open storage of material classified at the Secret level.

DOD SPACE REQUIREMENTS DATA PART II - DETAILED SPACE REQUIREMENTS (SEE INSTRUCTIONS ON REVERSE OF DD FORM 1450)						GROUP OSD\DC&L		DATE May 12, 1999		PAGE NO. page 1		NC 1 page(s)	
OFFICE TYPE SPACE													
PRIVATE AND OPEN WORK STATIONS						UNIT EQUIPMENT		ADMINISTRATIVE SUPPORT					
LINE ITEM  a	JOB TITLE (Including Vacancies) b	NAME OF EMPLOYEE c	GRADE OR RANK d	NET SQUARE FEET REQUIRED		NET SQ. FT. REQUIRED g	DESCRIPTION h	DESCRIPTION i	PERSON- NEL j	PRESENT NET SQ. FT. k	NET SQ. FT. REQUIRED l		
				PRIVATE e	OPEN f								
1	CHIEF, DC&L	GONZALEZ, SPEEDY	O-06	175		8	Printer Station	Copier Space: Generic			160		
2	SCRUB BUCKET	PIG, PORKY	GS-14		77	3	Electrical Equipment: Generic	Mail Room: Generic			400		
3	ADMIN. & SCTY. SPECIALIST	SAM, YOSEMITE	GS-12	128		20	Computer Equipment: Generic	Library Space: Generic			400		
4	COMPUTER SPECIALIST	BIRD, TWEETY	GS-10		59			Recpt./Waiting Area: 8 Seats			160		
5	INFORMATION & DOC. ASST.	LEPEW, PEPE	GS-08		59			LAN Room: Generic			120		
6	MANAGEMENT ASSISTANT	DEVIL, TASMANIAN	GS-07		59			Conference Room: 16 Seats			322		
7	COMPUTER SPECIALIST	COYOTE, WILEY	CONT		59			SUBTOTAL (NSF)			1,562		
8								CIRCULATION			420		
9								TOTALS (OSF)			1,982		
10								STORAGE AND SPECIAL TYPE SPACE					
11								DESCRIPTION m	PERSON- NEL n	PRESENT NET SQ. FT. NSF o	NET SQ. FT. REQUIRED NSF p		
12													
13								Storage Space: Generic			100		
14								Computer Room: Generic			150		
SUBTOTALS (NSF)				303	313	31							
CIRCULATION				76	133	13		SUBTOTAL (NSF)			250		
TOTALS (OSF)				379	446	44		CIRCULATION			63		
REMARKS DC&L section is approved as an Open Storage Facility to maintain materials up to Secret. Therefore, the facility housing DC&L must be alarmed and approved for Open Storage up to Secret.								TOTALS (OSF)			313		